



City of Port Lincoln

Template No 6-6-T2

Address: Level One, Civic Centre, 60 Tasman Terrace, Port Lincoln SA 5606
Postal Address: PO Box 1787, Port Lincoln SA 5606
Email: plcc@plcc.sa.gov.au **Web:** www.portlincoln.sa.gov.au
Telephone: (08) 8621 2300 **Fax:** (08) 8621 2399

EQUIPMENT HIRE

Applications must be completed & submitted at least **2 Weeks** prior to the event date
Late & or incomplete applications may not be approved

APPLICATION FORM PART A

I, (name)

On behalf of (organisation if applicable)

Address

Phone..... Fax

Mobile..... Email

Hereby apply for permission to hire selected equipment from the City of Port Lincoln (*refer over page*)

To be collected from the depot on (max 2 business days prior to event):

And returned to the depot on (next business day after event):

For the following event:

Event date: Between: (times)

Location:

I agree to indemnify and hold harmless the City of Port Lincoln and its staff against all actions, proceedings, claims, demands, damages and costs whatsoever which may be taken or made against the City of Port Lincoln in respect to the use of the said equipment while on loan to me irrespective of whether such action, claim, demand, damages or costs should arise from the manner of use of the said equipment and I further agree to pay the cost to replace or repair the said equipment which is in the opinion of the City of Port Lincoln rendered necessary as a consequence of the misuse, neglect, loss or damage of the said equipment while on loan to me.

I agree to take full responsibility for the said equipment while on loan to me, ensure that it is used in the manner intended, in a safe and secure environment.

Signature of Applicant..... **Date**.....

ELIGIBILITY & FEES

Equipment Hire (and associated permits) is ONLY available to government agencies, charitable (not-for-profit) organisations, schools and community groups. Hire is NOT available to businesses or private persons. Equipment is only for use in the Port Lincoln area.

Some other items may attract a fee at the discretion of Council.

EQUIPMENT DESCRIPTION	Quantity Required	Location Details/ Other Comments
<input type="checkbox"/> Portable Grandstand (a DTEI permit and fee will be applicable if towing outside of Ravensdale)		
<input type="checkbox"/> Plastic Chairs (approx. 80 available)		
<input type="checkbox"/> Trestles (10 timber available & 5 laminate tables) *Not available for Street Stalls		
<input type="checkbox"/> Waste Bins (20 x 240L & 10 x 300L available) *Fee may apply as per Council's Fees & Charges Schedule*		
<input type="checkbox"/> Wire Recycling Cages (7 available)		

OFFICE USE ONLY**1. PROCESSING REQUEST**

Part A complete ☐ YES ☐ NO

Permit Fee Applicable ☐ YES ☐ NO \$(GL 1060351)

Outlook Calendar / tasks allocated ☐ Receipt #

Reminder set to follow up return of equipment ☐

Veolia notified (*bin numbers, collection, frequency*) ☐

Attendees invited:

Permit Approval No: PERMIT20

2. EQUIPMENT RETURNED

Equipment Returned in good condition ☐ YES ☐ NO

If NO repair/ replace costs to be recovered ☐ YES ☐ NO

Outlook Calendar noted ☐