

SIAG EQUIPMENT BOOKING INFORMATION

Terms and Conditions of Equipment Loan

- SIAG equipment is primarily for use by community groups where **clear community benefit can be demonstrated**.
- The equipment is strictly not available for use at any commercial for-profit event.
- An application form must be submitted to the SIAG Coordinator at least two weeks prior to the event. Applicants will be notified within 5 business days.
- A \$100 cash deposit must be paid at time of pick-up. This will be refunded when BRCC SIAG is satisfied that the equipment has been returned in accordance with the conditions set by this agreement.
- When picking up equipment, borrowers should allow at least 15 minutes for each item they are collecting.. Some of the equipment is heavy and may require two people to lift..
- Equipment hired for an outdoor event (excluding the gazebo) must be used under appropriate shelter and protected from the elements.
- All equipment must be returned the next business day after the event at an agreed time and packed safely in the protective cases exactly as supplied. All leads and cords must be rolled up and tied separately. Borrowers must allow enough time to check each piece of equipment back in.
- Borrowers must agree to pay for any damage or loss incurred in full.

If your event/organisation is eligible under the above terms and conditions, please complete the application form and submit to Benalla Rural City SIAG Coordinator –

socialinclusion@benalla.vic.gov.au Ph: 03 5761 2256



SIAG EQUIPMENT LOAN AGREEMENT

Applicant Details

Name

Organisation

Address

Phone

Email

Event name

Event date

Time from

to

Please tell us briefly how the event will benefit the Benalla community

Date and time you would like to pick up and drop off the equipment

Pick-up date

time

Drop-off date

time

Details of person taking responsibility for the equipment at your event

Name

Phone

SIAG EQUIPMENT LIST

Product Description	Borrowers Initials	Quantity	Quantity to be borrowed	Quantity Returned
Data Projector		1		
Laptop (including charger)		2		
PA System (including microphone)		1		
Table (collapsible)		2		
Wheelchair Ramp		1		
Gazebo (6m x 3m – incl. tent walls)		1		
Gazebo (3m x 3m – excl. walls)		2		
Bean Bags		4		
Cushions		15		
Sets of Fairy Lights		2		
Camping Lights		2		



Declaration by person borrowing the equipment

(can be signed on pick-up)

- I take full responsibility for returning the equipment in the exact state that it was borrowed in, including all leads rolled and taped, and all other pieces packed carefully into their correct containers with packaging materials intact.
- I understand that if there is any damage or loss, or the equipment is not re-packed properly, I/we will forfeit some or all of the deposit. If the replacement or repair cost exceeds \$100, I/we agree to fully reimburse SIAG for additional costs incurred.
- I understand that I am responsible for taking all care to maintain the equipment in working condition while the equipment is in my possession.
- I agree to report any loss or damage immediately to the SIAG Coordinator on 5761 2256.
- I confirm that I/we will not be using this equipment for a profit-making event.

Name

Signature

Date

Office Use Only

Approved by

Date signed out

Complete on return of equipment

Item(s) returned by (name)

Are the items returned in the same condition as they were when collected?

Yes ☐

No ☐

If no, please provide details below.

Cash deposit refund received

Yes ☐

No ☐

Signature

Date

Office Use Only

Items checked in by

