



# Application for Use of Council Community Resources Borrowing Form

## CONTACT DETAILS

Please provide details of the person you want Council to communicate with about the application:



<b>Community Group</b>			
<b>Contact Person</b>			
<b>Position</b>			
<b>Email Address</b>			
<b>Phone (BH)</b>			
<b>Mobile Number</b>			
<b>Drivers Licence</b>			
<b>Organisation Postal Address</b>			
<b>Town</b>		<b>Postcode</b>	


<b>Reason for Hire</b> <i>e.g. event, school, market, festival, fete</i>	
<b>Dates Required</b> <i>Please note bookings are for a maximum period of two weeks</i>	

## BOOKING APPLICATION

We wish to apply for the following (please tick): Please note a period of two weeks

	<b>Feather Banners – 3 bags x 5 banners</b> <ul style="list-style-type: none"> <li>• Poles</li> <li>• Feathers</li> <li>• Hammer</li> <li>• Bag</li> </ul>	
	<b>Display Boards</b> <ul style="list-style-type: none"> <li>• Display Board 1 – in Foyer area in Customer Services</li> <li>• Display Board 2 – in Foyer area in Customer Services</li> <li>• Display Board 3 – in Foyer area in Customer Services</li> </ul>	
	<b>Display</b>	

	<b>PA System, Cordless Microphone &amp; remote headset</b> <ul style="list-style-type: none"> <li>• Mixer/CD/Audio Unit</li> <li>• RCF Speaker x 4</li> <li>• Speaker Stand x 4</li> <li>• Audio/Power Lead x 4</li> <li>• Microphone &amp; bag x 2</li> <li>• Microphone Lead x 2</li> <li>• Microphone Stand x 2</li> <li>• Leads Bag x 2</li> <li>• Brief Case (optional extras)</li> <li>• Cordless microphone (optional extras)</li> <li>• Remote Headset (optional extras)</li> </ul>
	<b>Touch screens</b> 
	<b>Multi Media Projector</b> <ul style="list-style-type: none"> <li>• Multi Media Player in Case</li> <li>• Microphone Remote Control</li> <li>• Keyboard</li> <li>• Power Cord</li> <li>• Laptop Connection Cord</li> <li>• Bag for Power and Computer Cords</li> <li>• Four Spare AAA Batteries</li> <li>• Instruction List</li> <li>• MMP Remote Control</li> </ul> 
	<b>Projector Screen</b> <ul style="list-style-type: none"> <li>• 1810mm wide (overall length) / 130mm high when boxed for storage &amp; transport / 1610mm screen width &amp; 1200mm screen high</li> </ul>
	<b>SLR Digital Camera</b> <ul style="list-style-type: none"> <li>• 2 x SLR Lenses</li> <li>• Battery Charger</li> <li>• Tripod</li> <li>• Computer connection cord</li> <li>• Instruction book &amp; quick start guide</li> <li>• Photo set up disc</li> <li>• Camera Bag</li> <li>• Tripod Bag</li> <li>• Instructions</li> <li>• Memory Card</li> </ul>
	<b>Bunting</b> <ul style="list-style-type: none"> <li>• Bunting – Parfitt Road Bridge x 3 boxes</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting A – 70 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting B – 70 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting C – 70 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting D – 70 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting E – 70 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting F – 80 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting G – 80 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting H – 90 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting I – 90 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting J – 102 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting K – 26 meters</li> </ul>
	<ul style="list-style-type: none"> <li>• Bunting over Footbridge x 1 box</li> </ul>
	<b>Accessible Entry/Ramp Sign</b> <ul style="list-style-type: none"> <li>• Incorporates the internationally recognised symbol of access. Indicate accessible entry via ramp.</li> </ul>

	<p><b>Accessible Parking Signs x 3 sets x 2 Pieces</b></p> <ul style="list-style-type: none"> <li>Incorporates 2 signs (left and right arrowed) with the internationally recognised symbol of access. Create and identify reserved accessible parking areas with these lightweight signs – Lightweight Aluminium composite signs (225mm x 450mm) each attached to a portable tripod (H760mm x W500mm).</li> </ul>
	<p><b>Step Stool x 2 sets</b></p> <ul style="list-style-type: none"> <li>Assists with entry and egress into transport. Safely supports persons weighting up to 160kg. Weight of step and handrail 2.8kg.</li> <li>Hand Rail: Length 44cm / Width 35cm / Height 91cm</li> <li>Stool: Length 36cm / Width 28cm / Height 26cm</li> </ul>
	<p><b>Single Hinge Folding Ramp</b></p> <ul style="list-style-type: none"> <li>Small – 740mm wide x 600 mm long – (4.8kg)</li> <li>Medium – 740mm wide x 900 mm long – (6.8kg)</li> <li>Large = 740mm wide x 1200mm long – (9.6kg)</li> </ul>
	<p><b>Big Ear ( Broadcast Ear Sound &amp; sculpture ) – <i>KEPT AT LIBRARY</i></b></p> <ul style="list-style-type: none"> <li>The Big Ear weighs approx. 35Kgs and is 1750mm high but it does break down into three components. You will need 2 people to carry it.</li> </ul>
	<p><b>Couch Conversation – <i>KEPT AT LIBRARY</i></b></p> <ul style="list-style-type: none"> <li>Couch &amp; 8 cushions</li> <li>Wire bench seat</li> <li>Wire coffee table &amp; 10 tin boxes</li> </ul> 
	<p><b>Bean Bags- <i>KEPT AT LIBRARY</i></b></p> <ul style="list-style-type: none"> <li>Blue Bean Bags (x3)</li> <li>2 Red Leaf Patterned Bean Bag</li> <li>3 Green Diamond Patterned Bean Bag</li> <li>4 Red Bean Bags (x2)</li> <li>5 Pink Bean Bag Below Average</li> <li>6 Green Bean Bag Below Average</li> <li>7 Red Multi-striped Bean Bag</li> </ul> 
	<p><b>Scrim x 4</b></p>

### IMPORTANT INFORMATION

- I understand that I must return the equipment at the appointed time in good order and report any damage or maintenance issues

*I agree to abide by 'The Community Resources External Borrowing Agreement' of the Rural City of Wangaratta:*

<b>Applicant Signature</b>	
<b>Applicant Name</b>	
<b>Date</b>	

For further information please contact the Customer Service Team on 57220888

Or Email: [council@wangaratta.vic.gov.au](mailto:council@wangaratta.vic.gov.au)

# Community Resources External Borrowing Agreement



Through the Community Grants process Council has purchased a number of Community Resources and are available for not profit community groups.

## Use of Equipment

1. The borrower must at all times use the equipment in a skilled and proper manner.
2. Before using the equipment, the borrower must examine the equipment and must satisfy themselves as to the quality and fitness of the equipment for the purpose.

## Damage to Equipment

The borrower must be responsible for any loss or damage to the equipment for any reason whatsoever. It is agreed that on the completion of the period of borrowing the whole or any part of the cost of replacement of or repair to the equipment must be paid by the borrower.

## Period of Loan

The period of the loan will commence from the date of borrowing and last for a maximum of two weeks. At the end of this time, all equipment must be returned in the condition it was borrowed in and within the guidelines in this document.

## Breakdowns and Damage

1. In no event will the owner be responsible for any loss or damage to property or injury to persons caused by equipment or arising out of the use thereof or any other reason whatsoever during the period of hire and the borrower will indemnify the owner in respect of all claim, damage and expenses of the borrower or any other person in relation thereto.
2. In the event of a breakdown or failure of the equipment or a defect becoming apparent therein the borrower must return the equipment to the owner's premises forthwith and on no account repair or attempt to repair the equipment.
3. In no event will the owner be responsible for any expenditure damages or loss incurred by the borrower caused by or arising out of any breakdown or failure or defect in the equipment whether by fair wear and tear, lack of repair of the equipment, negligence on the part of the owner or any other reason whatsoever.

## To Book the Equipment

Community groups and not-for-profit organisations will need to contact the Rural City of Wangaratta's Customer Service either by phoning 57220 888 or in person at the Wangaratta Government Centre, Cnr Ford and Ovens Streets, Wangaratta to check for availability and bookings.

## On Collecting the Equipment

The Community Group representative will need to provide their name, contact number, identification and complete and sign the Borrowers Form. This person will be responsible for the equipment while it is on loan and is responsible for return of the equipment in good condition on the due date. You will need to park your car in Ovens Street, out front of the Council Offices in the free parking zone.

## On Returning the Equipment

The borrower will need to park in Ovens Street and present at Council's Customer Service. You will need to ensure all equipment pieces are returned and report in damage or issues with the equipment.

**For further information please contact Customer Services Team on 57220 888.**