

Equipment Hire Bond Form



About this form

Use this form when a bond is required to be paid for equipment hire at Mount Alexander Shire Council.

Fees and Charges

The fees for venue hire bonds can be found at www.mountalexander.vic.gov.au/Venue_bookings

How to lodge this form

Please ensure all fields have been filled out, and fields marked with an asterisk * must be completed otherwise we may be unable to process your application. Once completed, forms can be submitted by:

Email: info@mountalexander.vic.gov.au

Mail: PO Box 185, Castlemaine VIC 3450

In person: Customer Service, Civic Centre, Cnr Lyttleton and Lloyd Sts Castlemaine

PART 1: Applicant details

Organisation / Company name

Title* Mr Mrs Ms Miss Other

Given Name*

Family Name*

Postal Address*

Phone*

Mobile Phone

Email*

PART 2: Details of hire

Equipment*

Hire start date*

Hire end date*

Multiple dates

Description of activity or event name*

PART 3: Bond amount*

_____ (Dependent on type of equipment, please refer to Venues Coordinator for amount)

PART 4: Payment method*

7 day hold on Credit Card - The Venues Coordinator will contact you to process this option over the phone.

Cheque

Cash

EFT

PART 5: Refund method

Cheque – will be made out to person/company that paid bond

EFT - please fill in details below

Account name

BSB

Account number

PART 6 : Declaration*

I agree to the equipment hire terms and conditions and understand the making good of damage to the equipment caused by any negligence whatsoever will be the responsibility of the Hirer.

Signature*

Date*