**Club name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and position in club:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Bond paid? Y** ☐ **N** ☐ **N/A** ☐

**Equipment type**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What day and time will you collect the equipment?**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What day and time will you return the equipment? This must be the same day that you borrowed it, unless arranged with Clubs Administration staff.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ On behalf of my club, I have read and agree to the conditions of this hire agreement.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***(YouX staff to complete)* Equipment return**

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HIRE TERMS AND CONDITIONS:**

1. **Payment of refundable bond**

If requested, the club shall pay a $50 bond to YouX Clubs, in cash, prioir to taking possession of the equipment. This is to be paid at the YouX HQ on level 4 of the Hub. The HQ is open 9:30-3:45 Monday-Friday.

The bond will be return once YouX have ascertained the equipment has been returned, in good working order.

1. **Cleaning of equipment**

The club shall properly sanitise and clean the items before returning them to the equipment room.

1. **Care of equipment**
Equipment can only be used, transported, and stored in a careful and proper manner. Club trolleys should also be borrowed for heavy items to avoid dropping or dragging them.
2. **Restrictions on Use**

The club and its members shall not:

* 1. permit the equipment to be used by any person who is not authorized to use such equipment,
	2. operate or use the equipment or permit it to be operated or used in violation of law, or
	3. operate, use, maintain or store the equipment in a manner likely to cause damage to the equipment.
1. **Loss or Damage**

The club shall alert YouX of any damage to the equipment. The club shall be responsible for any loss or damage to equipment, other than that arising from normal wear and tear.

1. **Return of Equipment**

The club shall return equipment on the date and time specified in the booking in the same condition as the club received it, with the exception of normal wear and tear. The club shall return the equipment to the Clubs Equipment Room, GO7 in the Hartley Building. If equipment is not returned at the agreed date and time, Clubs Administration reserves the right to take any action necessary to regain possession of the equipment, to withhold repayment of the bond, and/or to prohibit the club from any future hire of the equipment.