

# Conditions of Hire

## Audio Visual Equipment located within Goondiwindi Waggamba Community Cultural Centre

1. **HIRE FEE**  
The Audio Visual Equipment is only available upon payment of the relevant hire fee.
  
2. **INSTRUCTION**  
The Hirer must make arrangement to attend the GWCCC before 1.00pm on a working day preceding the hire to receive instruction from the Caretaker (Jim Raymond Tel: 0407 747 208) in the correct use and storage of the equipment. This should be arranged well in advance of the hire date. If the hirer is not a resident of the Goondiwindi area arrangements can be made to receive instruction outside the above hours, however this may incur an additional fee.  
  
If the required instruction has not been conducted the keys to access the equipment will not be issued. Should this occur the hirer may apply (*in writing*) to have the hire fee for the equipment refunded.
  
3. **LAPTOP**  
Council provides a laptop for use with the equipment.  
\*\* Please note no laptops or devices other than the laptop provided by Council are to be connected to the equipment.
  
4. **PACK UP**  
Upon completion of use of the equipment all items, including keys for the equipment, remotes, operating manuals, laptop etc. are to be placed back in their respective brief cases and returned to the storage cupboard and the cupboard locked.
  
5. **DAMAGES, KEY & RETURN OF KEY**  
The conditions detailed in the "Conditions for the Hirer" on the "Hire of Facilities" form in the relation to Damages, Key and Return of Key apply equally to this equipment.

Declaration and Signature		
I, the applicant, declare that I have read and understood the Conditions of Hire for the Audio Visual Equipment located within the Goondiwindi Waggamba Community Cultural Centre (GWCCC).		
Name:	Signature:	Date:    /    /