

AUDIO VISUAL EQUIPMENT

CONDITIONS OF USE

1. HIRE FEE

The Audio Visual Equipment is only available upon payment of the relevant hire fee.

2. INSTRUCTION

The hirer **MUST** make arrangements to attend the Centre before 1:00pm on a working day preceding the hire to receive instruction from the Caretaker (Jim Raymond - Mob. 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.

**** Please Note :** 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 relation to Damages, Key and Return of Key apply equally to this equipment.

DECLARATION

I hereby agree to all conditions and requirements as set out in this form for the hire and use of the

Audio Visual Equipment on/...../.....

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Signature of hirer

...../...../.....
Date