



Creative
Events
Innisfail

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EQUIPMENT HIRE AGREEMENT

Name: _____ Phone: _____

Address: _____

Date requested: _____ to _____ Pick up / Deliver Out _____ In _____

Place of Use: _____

ITEM	QTY	\$ PER UNIT	TOTAL	ITEM	QTY	\$ PER UNIT	TOTAL
COOKING / FOOD WARMING	-	-	-	TABLES / CHAIRS	-	-	-
Bain-marie 6 pot		\$65.00		Trestle table - 6 or 8 per table		\$15.00	
Bain-marie 4 pot (wet)		\$55.00		Round table - 8 or 10 per table		\$15.00	
Bain-marie dishes - full		\$2.50		Dry bar		\$18.00	
Bain-marie dishes - half		\$2.00		Dining chair		\$8.00	
Pie warmer		\$20.00		Plastic chair		\$1.50	
Chafing dishes		\$20.00		Cake table on wheels		\$60.00	
Spit Roaster incl. 9kg Gas		\$100.00		LINEN	-	-	-
CROCKERY	-	-	-	Rect. linen tablecloth - white / black		\$15.00	
Dinner plate (pack of 10)		\$7.00		Round linen tablecloth - white large		\$15.00	
Side plate (pack of 10)		\$5.00		Round linen tablecloth - white small		\$10.00	
Bread & butter plates (pack of 10)		\$5.00		Lycra dry bar cover - white / black		\$10.00	
Dessert bowl (pack of 10)		\$5.00		Lycra chair cover - white / black		\$3.00	
Cup & saucer (pack of 10)		\$6.00		Chair sash (colour) -		\$1.50	
Stainless cocktail dish (pack of 10)		\$3.00		- Lycra chair cover & sash combo		\$4.00	
CUTLERY, UTENSILS & SERVING	-	-	-	Chair sash Hessian		\$2.00	
Knives (pack of 10)		\$3.00		- Lycra chair cover & hessian combo		\$4.50	
Forks (pack of 10)		\$3.00		Table runner (colour) -		\$2.50	
Dessertspoon (pack of 10)		\$3.00		Table runner Hessian		\$3.50	
Soup spoon (pack of 10)		\$3.00		Linen napkin (white)		\$1.00	
Teaspoon (pack of 10)		\$3.00		Table skirt (10mt) incl. 2 clips p/m W/B		\$25.00	
Oval ceramic dish (white)		\$3.00		PARTY / WEDDING EQUIPMENT	-	-	-
High Tea Stand		\$5.00		Signs - toilet / parking / ceremony		\$5.00	
GLASSES	-	-	-	Red carpet		\$80.00	
Spirit/water glass		\$0.60		Wedding arch - wooden / steel		\$90.00	
Wine glass		\$0.60		Ceiling banner (Tulle w/lights)		\$150.00	
Champagne Flute		\$0.60		Backdrop with lights		\$160.00	
HOT DRINKS	-	-	-	L.O.V.E Wooden letters		\$90.00	
5Lt Urn		\$10.00		Wishing well		\$30.00	
10Lt Urn		\$15.00		Vintage birdcage on stand		\$20.00	
COLD DRINKS	-	-	-	Chalkboard - sml / lge (incl. script)		\$15.00	
Water jug		\$2.50		Easel		\$8.00	
Ice bucket small		\$5.00		Topiary tree		\$10.00	
Ice bucket large - with stand		\$10.00		Shepherd's crook		\$5.00	
Gatorade keg 40Lt		\$15.00		Wooden crates		\$5.00	
Esky on wheels		\$25.00		Table numbers One- Twenty		\$20.00	
Slushy Machine - double bowl (machine only)		\$95.00		Timber slab (large)		\$10.00	
Spirit dispenser - 6 bottles		\$15.00		Timber slab (small) / Mirror		\$2.00	
				Fairy lights		\$15.00	

I agree to be responsible for all the Creative Events Innisfail equipment I am hiring, as documented on this form. I will be fully responsible to cover all costs of repair or replacement for equipment damaged, lost or stolen according to their value. Creative Events Innisfail's invoice for replacement or repair is conclusive as to the amount they shall pay for repair or replacement.

Signature _____ Print Name _____ Date _____

HIRE AGREEMENT TERMS AND CONDITIONS

CONFIRMATION AND PAYMENT

To confirm your booking please return the signed hire agreement form.

Equipment, numbers and final details must be finalised 2 weeks prior to commencement date of your event.

To reserve the equipment, Creative Events Innisfail requires either payment in full or a (minimum) deposit of 10% of the total amount at the confirmation of your booking. Deposits paid at the time of booking are non-refundable.

- 6 months prior to your event 25% of the calculated full amount of your account is to be paid.
- 3 months prior to your event 50% of the calculated full amount of your account is to be paid.
- 2 weeks prior to commencement date of your event, Final Payment is to be made.

SECURITY CREDIT CARD DETAILS

Credit card details must be provided when hiring equipment. No extra costs will be charged to your credit card unless the equipment is lost or damaged and in those cases we will always consult you before taking any action. If damages occur then the costs to repair or replace will be charged as per our hire agreement.

CANCELLATION

If your function is cancelled for any reason prior to two weeks before your event, payments will be refunded less 10% deposit. If your function is cancelled within two weeks from your event, all payments will be forfeited to Creative Events Innisfail. Refunds will be at the discretion of Creative Events Innisfail management. If the event is cancelled after delivery/collection of equipment, no refund will be given.

USE OF EQUIPMENT

The hirer acknowledges that they have received adequate instruction on the correct use of the equipment which includes demonstration or verbal or written instruction. Equipment must be used for purpose intended. The hirer accepts full responsibility for the care and use of the equipment during the period of hire. The hirer is responsible for the provision of adequate security 24 hours a day to prevent theft and/or damage to the equipment from pick up/delivery on site to its return.

FAULTY OR MISSING EQUIPMENT

The customer is responsible for any loss or damage to the equipment during the period of hire, except loss or damages are results of reasonable wear and tear or inherent defects with the equipment. In the event of a breakdown of, faulty or missing equipment the hirer must notify Creative Events Innisfail on the after hour number **0499113572**. Where such a claim is admitted Creative Events Innisfail must be given the opportunity to inspect the equipment prior to commencement of the event. Creative Events Innisfail will endeavour to either repair or replace the equipment within 2 hours of call out. If this process is not followed, faulty or missing equipment claims admitted post-event may not receive full refund. The hirer shall not attempt to repair, replace, substitute or alter the equipment without Creative Events Innisfail's prior consent. If the equipment is found to be faulty due to hire misuse, the hirer will be liable for the repair/replacement costs and call out fee of \$55.00 incl. GST.

CLEANING FEE

For the safety of our staff and also adhere to health and hygiene, all hired equipment must be rinsed of all food and beverage. This includes but not limited to cutlery, crockery, glassware, bain-maries, slushie machines and other catering equipment. Please ensure equipment is properly packaged and travelled. Breakages, missing and damaged items must be paid for in full. We do not accept any substitutions. Any non-removable marks found will be charged for the cost of replacement. The customer is not entitled to any refund of the price if items are returned unused or early. A cleaning fee will apply at \$88.00 incl. GST per hour if items are not returned to our satisfaction.

LINEN

Hire of linen and material items includes cost of professional laundering so DO NOT WASH items prior to return. Ensure linen and material items are dry, clean from loose food, dust, decorations, glitter/confetti etc. and stored in linen bags provided by Creative Events Innisfail. Linen must not be placed in plastic bags as it may be attacked by mildew and will then be chargeable at the full replacement cost. This includes but not limited to stains and damage caused by ink, wet crepe paper, coloured candles and candle wax, vomit, grease marks, mud, concrete dust and other permanent damage to fabric. Chair sashes must be un-tied before return or a cleaning fee will apply.

CUSTOMER COLLECTIONS

Creative Events Innisfail opening hours are 9.00am-5.00pm Monday to Friday and 9.00am-12.00pm Saturday. Hired equipment must be collected and returned between these hours. Equipment not returned by the due date will be regarded as stolen.

DELIVERY OF EQUIPMENT

When Creative Events Innisfail is delivering equipment, the hirer must advise of any unusual delivery conditions for example dangerous dogs, steep driveways, lots of stairs etc. If we are not advised of these conditions in advance and are unable on the day to deliver the items due to physical circumstances, there will be no refund or credit of items. Where possible, the hirer shall be on site when Creative Events Innisfail delivers and collects the hired equipment. If the hirer is not on site at the specified time of delivery or collection, Creative Events Innisfail shall unload and load the equipment in your absence. Our assessment of quantities and condition of the hired equipment delivered or collected by Creative Events Innisfail in the hirer's absence shall bind the customer. The hirer should stack hired equipment ready for collection on site and at a position which is readily accessible to collection vehicle.

OUT OF TOWN DELIVERIES

\$15.00 incl. GST delivery fee applies to Innisfail Area

\$25.00 incl. GST delivery fee applies to Belvedere, Mourilyan, Flying Fish Point and Wangan areas.

\$50.00 incl. GST delivery fee applies Cowley, Silkwood, Mirriwinni, Babinda and Mena Creek (up to 30km from Creative Events Innisfail).

\$80.00 incl. GST delivery fee applies to all other areas (up to 60km from Creative Events Innisfail).

Other areas beyond 60km a price will be given on application.

INDEMNITY

The hirer agrees to indemnify Creative Events Innisfail from and against any claim, action, proceeding, judgement, damage, loss, cost, expense or liability whatsoever incurred or suffered by or brought or made or recovered against Creative Events Innisfail to the extent that the same arises or is connected with or all actions by the hirer, its representatives, partners or agents and any or all of its third party contractors or suppliers except where such loss liability results from the negligence (error or omission) of Creative Events Innisfail, their officers, staff, servants or agents. The hirer will be liable to Creative Events Innisfail regardless of any other contractual arrangements that they have entered into with third parties either known or unknown to Creative Events Innisfail except where such loss liability results from the negligence (error or omission) of Creative Events Innisfail, their officers, staff, servants or agents. (Creative Events Innisfail recommends that all contractors, riggers, staging and roofing companies be required to hold full and comprehensive insurance. It is in the hirer's best interests to have sight of such policies from the commencement of the event).

ACCEPTANCE

Written acceptance of these Terms and Conditions of hire must be received by Creative Events Innisfail prior to the commencement of the provision of equipment or services.

Signature _____ Print Name _____ Date _____