



IHF EVENT SUPPLIES BOOKING REQUEST



Join us in Becoming the Healthiest Community in Australia

The Ipswich Hospital Foundation has an Event Supply Centre that is available for non-profit organisations in the community. By providing these resources, additional healthy activities and improvement of existing ones are encouraged. To book resources fill in the below form.

Details of partner in health:

Title: _____ First Name: _____ Surname: _____
Organisation/Club: _____
Mailing Address: _____ Suburb: _____ Postcode: _____
Phone: _____ Mobile: _____ Website: _____
Email: _____

Details of person collecting & returning the items:

Full Name: _____ Mobile: _____ Email: _____

Event Request:

Event Name: _____ Event Date: _____
Event Time: _____ Duration: _____ Location: _____

Estimated Event Numbers: _____

Collection Date: _____ (Monday or Friday only) Return Date: _____ (Monday or Friday only)

Pick-up Time (must circle): 9am 9:30am 10am Return Time (must circle): 9am 9:30am 10am

Administration Fees	
1-10 Items	\$50
11-99 Items	\$100
100 Items	\$198
Timing Clock	\$125 each
Wireless Amplifier	\$100
Inflatable Archway	\$100
Storage Trailer	\$75 each
Penalty Fees	
Mishandled Equipment	\$50
Late Cancellation Fee (less than 1 business days' notice)	\$50
Failure to pick-up and return equipment as per requested, on time and in one trip	\$100

No Bookings are confirmed until you receive a confirmation email from the Ipswich Hospital Foundation.

Equipment Available for Hire

Sun and other Protection Equipment	QTY	Event Equipment	QTY	Electrical and Specialised Items- fee as noted	QTY
Marquees (3x3 only) (30)		White Plastic Chairs (70)		Timing Clocks (3) - \$125 each	
Sunscreen trailer (2) Requires tow bar – 7 pin round or adaptor		Plastic Tables Rectangular(40)		Wireless Amplifier - \$100	
Sunscreen Bottles (1L Bottles) & Stands Office Use: Free standing or counter		Plastic Tables Round (10)		Inflatable Archway- \$100	
Promotional Signage Office use: Corflute or A-Frame	<input checked="" type="checkbox"/>	Total item quantity		Storage Trailer (Box or Healthy for Life) (2) - \$75 each Requires tow bar – 7 pin round or adaptor	
Total price of equipment (including specialized item fees) - \$		Optional donation to the IHF Event Supplies - \$		Total - \$	

Condition of use: Display IHF Event Supplies Promotional Signage

A \$50 administration fee will apply to hire of 10 or less items, \$100 for 11 to 99 and \$198 for 100 or more. Please refer to invoicing information on page 3.

Things to Remember

- If collection or return is not at the times designated a penalty fee of \$100 will apply.
- A request of change of pick-up/drop-off time must be approved by the IHF and will incur a \$50 additional administration fee.
- You must provide 1 week (7 days) notice of intention to hire equipment, if this is not the case please call us to discuss
- Items can only be hired for a period of 7 days, otherwise additional charges may apply
- It is recommended two people with a ute or long bed SUV come for pick up and return.
- Pick Up Location: Health Plaza Car Park, Level 1 – Bell Street. Details provided in confirmation email.
- MAX VEHICLE HEIGHT 1.8m.
- Minimal parking charges may apply when collecting/returning items.

Terms and Condition:

1. You/your organisation are fully responsible for the safe use of the equipment during the period. Any defects or malfunction must be notified to the Ipswich Hospital Foundation immediately.
2. Whilst every effort is made to supply, as requested, quality equipment, Ipswich Hospital Foundation accept no responsibility whatsoever for the loss or curtailment due to equipment failure or for any circumstances beyond the control of the Ipswich Hospital Foundation.
3. Ipswich Hospital Foundation reserves the right to invoice you/your organisation \$50 per item that is returned mishandled or in an inappropriate, poor or damaged state including dirty, stained with paint etc. or the full price of an irreparable piece of equipment.
4. If you cancel your booking with less than 1 business days' notice you will be charged a \$50 cancellation fee.
5. Items are to be collected and returned as per request in one trip or a fee of \$100 will be applied.
6. In signing this booking form, you/your organisation are agreeing to receive regular newsletters from Ipswich Hospital Foundation.

In signing the agreement on this booking form you/your organisation are agreeing to the above conditions.

I have read the above and I agree with the terms and conditions of booking Ipswich Hospital Foundation Resource Items.

Name: _____ Signature: _____ Date _____

To continue the expansion of the IHF Event Supplies the Ipswich Hospital Foundation needs your support. All donations to the Ipswich Hospital Foundation are tax-deductible and 100% of all donations go towards the IHF Event Supplies.

IHF will issue a 14 Day Invoice for the total of your booking.

Payment methods will be detailed on the invoice.

Goods taken:

Date: _____ Time: _____ Name: _____ Signature: _____

Goods Returned:

Date: _____ Time: _____ Name: _____ Signature: _____

Administration Use Only:

Goods Taken:

Date: _____ Time: _____ Name: _____ Signature: _____

Goods Returned:

Date: _____ Time: _____ Name: _____ Signature: _____

Goods returned on time and in appropriate condition (must circle): Yes No

If No what was the issue/s:
