

Shire Application for Hire of the Kellerberrin Tree Planter

To be completed when Hire of the Shire's Tree Planter is used within the Shire. Bookings are not confirmed until payment of all fees and bonds have been received and once approved by the Chief Executive Officer.

Please submit completed Application for Hire of Tree Planter and supporting information as early as possible to avoid disappointment. Bookings must be submitted to the Shire of Kellerberrin **2 weeks prior to the commencement of use**. Any forms received less than 1 week prior to the event **may be** refused. Payments must be received 1 week prior to the event.

Bookings can be made by:

- **Email:** shire@kellerberrin.wa.gov.au
- **Mail:** Po Box 145 KELLERBERRIN WA 6410
- **In person:** Shire Office - 110 Massingham Street Kellerberrin

Terms and conditions for the hire of the Shire's Tree Planter are included in this application and must be signed on submission of the form.

Any questions or queries, do not hesitate to contact the Shire of Kellerberrin Staff on 08) 9045 4006 or shire@kellerberrin.wa.gov.au who will assist you with your application or direct you to the relevant staff member.

Tree Planters Fees & Charges

FEES	COST
Tree Planter Per Day	\$ 125.00
Tree Plant ½ Day	\$ 70.00
Portable Tree Planter <i>Hand Held & Kidney Belt</i>	\$ 25.00
Seeds Licence <i>collection permit</i>	\$ 55.00

Terms and Conditions of Hire for Shire's Tree Planter

Collection / Use

The tree planter can be picked up from the vacant block opposite the Shire's depot. The hirer must advise the Shire of any changes to hire dates to ensure correct billing for all users. The tree planter is only available for use within the Shire of Kellerberrin unless approved by Council.

Payment

All hirer charges will be invoiced by the Shire at the end of the month unless other arrangements have been made.

Cancellation

In the event of cancellation without reasonable notice, for non-use of the tree planter, one day's fee will be applicable.

A Full refund of all monies in relation to the booking is payable to the Hirer in the event the booking is cancelled by the Shire of Kellerberrin without fault of the Hirer. Booking may be cancelled if:

- The Shire becomes aware that any event, goods or service proposed to be held or provided by the Hirer is/are prohibited by law, objectionable, dangerous, pose a safety threat or inappropriate impact on local residents and;
- Maintenance or repairs are being carried out on the Equipment

Any serious damage to the Shires equipment must be reported to the Shire as soon as possible. In the event if Shire staff discovers any damage, the Hirer will be contacted where possible and invited to inspect the damage themselves. The cost of repairs will be invoice accordingly.

Your Privacy

The supply of personal information on forms is voluntary, although failure to include information required may result in processing delays or rejection. The details supplied are not publicly available however the person signing this form is able to access to view or correct any information supplied by requesting same from the Shire of Kellerberrin Office.

Disclaimer

As 'the hirer' I acknowledge that I have read and understood the terms and conditions for hire of the Shire of Kellerberrin Tree planter and agree to be bound by them. I agree that failure to comply with all the terms and conditions as stated may result in additional fees and may jeopardize any future use of the Shire of Kellerberrin equipment.

.....
Full Name

.....
Signature

.....
Date

Shire Application for Hire of the Kellerberrin Tree Planter Agreement Form

HIRER'S DETAILS

Name of Hirer	
Address of Hirer	
Contact Number	
Date/s Required	
Location	
Type of Planter	Hand Held <input type="checkbox"/> Canopy (new) <input type="checkbox"/> No Canopy (old) <input type="checkbox"/>

OFFICE USE ONLY

Received by		Signature		Date	
Hire	\$	Receipt #		Date	
Invoice	\$	Invoice #		Date	
Approval	Yes <input type="checkbox"/> No <input type="checkbox"/>	Signature		Date	
Response by					