



BOOKING FORM – PAN ASSETS

Booking Details:

Hirer Name
Organisation (if applicable)
Contact Number
Email Address
Purpose of Booking (e.g. PAN/CI job number, event name)
Description of items (inc. number)
Date of Collection
Date of Return
Deposit required Y / N
Deposit amount

Conditions of Use:

1. Whilst the items are in possession of the Hirer, the Hirer:

- a) is responsible for and bears the risk for all of the equipment including damage to equipment caused by fire, storm, collision, accident, theft or burglary;
- b) is responsible for using the equipment in strict conformity with the equipment's instructions or specifications;
- c) must comply with all relevant laws, by-laws and regulations applicable to the use and operation of the items;
- d) must maintain and return the equipment in the same condition as it was received, in respect to cleanliness and working order (and fuel level for vehicles), ordinary wear and tear excluded.
- e) must not sell, assign or otherwise dispose of the equipment. All equipment remains the property of Pan.

2. The Hirer will be liable for any costs incurred by Pan to recover, repair or replace any items not returned in the same condition as when collected.

3. All items should be collected/returned within Pan's normal business hours (8:30 am – 5:00 pm, Monday – Friday), unless specifically arranged with Pan Staff.

4. Items should not be used under the influence of drugs or alcohol. Smoking and consumption of drugs and alcohol is not permitted inside the Pan vehicle.

Agreement:

I/We the Hirer agree to the above conditions

Signature

Date

Sighted by Pan Staff...

Signature

Date

Checklist - Pan Staff to complete

Reservation dates marked on appropriate calendar

Item collected
Deposit paid (if applicable)
Copy of I.D. taken
Copy of this form given to hirer
Item returned
Deposit returned

Instructions to Staff - To include with the folder:

- Write the Job number on the calendar in pencil
- Fill out a Booking Form to reserve a particular item (fill out as much as possible on behalf of the hirer, but do not sign on their behalf)
- File reservation sheet under the month that the item will be checked out

1) Use this calendar for:

- ONLY the Pan Touring Car
- (PeterM's white sedan)

2) Use this calendar for:

- ONLY the Venue
- (138 Cromwell St Collingwood aka 'The Crom')
- Keys (for people hiring the venue)

3) Use this calendar for:

For all items than belong to Pan International (except the car and venue) e.g.:

- Lighting equipment
- CD players / Audio equipment
- Photo / Video recording equipment
- Costumes
- Props
- Keys (for people *not* hiring the venue)