

Equipment Hire Agreement

Guide for Staff

Wide Angle Tasmania (WAT) maintains an inventory of film-making equipment that is available for hire to WAT members and to the public. The *Equipment Hire Agreement* is to be used when hiring out WAT equipment.

This document contains:

- ▶ Step-by-Step Guide to the Equipment Hire Process
- Equipment Hire Agreement

▶ Step-by-Step Guide to Equipment Hire

There are three parts to the Equipment Hire Process:

Part 1: Booking request

Part 2: Equipment collection

Part 3: Equipment return

Part 1. Booking Request

When a request to hire equipment (a booking request) is received from a client:

- ▶ Ask for the client's name, email, phone number and details of equipment to be hired.
- ▶ Ask if the client would like WAT to arrange for a courier to deliver and return the equipment. Explain that this cost will be added to the invoice. WAT members who live outside Southern Tasmania may not need to pay the courier fee.
- ▶ Explain that full payment for cost of hire is required before pick-up
- ▶ Email the client the following:
 - a copy of the Equipment Hire Agreement for their information
 - the invoice for cost of hire, including courier costs, if requested
- ▶ Enter the billing and shipping addresses in MYOB.

Part 2. Equipment Collection

When the equipment is collected

- ▶ Complete the Hire Agreement with the client to ensure they understand each part.
- ▶ Explain that the equipment needs to come back in the same condition as when it was picked up.
- ▶ Complete the checklist with the client.
- ▶ Check that the equipment kit is complete and in good working condition. Note any damage on the checklist.
- ▶ You and the client must each sign the checklist.
- ▶ You and the client must each sign the Agreement.

- ▶ Give one copy of the signed Agreement to the client and keep one copy.

Part 3. Equipment Return

- ▶ Check that the equipment kit is complete and in good working condition
- ▶ Note any damage or missing pieces on the checklist and discuss the options with the client.

Wide Angle Tasmania waives all liability and takes no responsibility in relation to any consequences that may arise in relation to the contents of the Agreement.



Equipment Hire Agreement

This is an agreement between the client (you) and Wide Angle Tasmania (WAT) for the hire of film-making equipment owned by WAT.

1. Client Name

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2. **Is Client a Member of WAT?** Yes. WAT Membership No.
- No. Please complete Part 3:

3. Client Contact Details

Phone number.....

Email.....

Driver's License Number:.....

Passport Number:

Address.....

Address of accommodation if visiting Tasmania:

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4. Type of Equipment Hired

.....

.....

.....

5. Equipment Collection

Date

TimeAM/PM (circle one)

▶ Who is collecting the equipment?

Client

Courier

6. Equipment Return

Date

TimeAM/PM (circle one)

▶ Who is returning equipment?

Client

Courier

7. Hire Charges

- ▶ Cost of hire must be paid in full before equipment is removed from WAT office.
 - ▶ WAT may charge you extra fees in some situations such as late returns equipment damage (see Extra Fees)
 - ▶ The hire charge includes insurance cover on the equipment during the hire
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8. Equipment Condition

- ▶ Before collecting the equipment, you must:
 - check that the equipment fits your needs, is complete and in good working condition
 - write any damage or defect on the checklist before taking the equipment from the WAT office.
 - check that the equipment will work with any other software or equipment that you will use
 - know how to operate the equipment
 - ▶ While the equipment is in your care, you must
 - make sure that it is only used by people who have the experience and skill to use it in a safe and correct way.
 - care for and keep the equipment safe
 - return it in the same condition as when collected (see *Extra Fees*)
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9. Extra Fees

WAT may charge the following amount:

If you

- | | |
|--|---|
| ▶ 50% of the invoice | ▶ cancel the booking less than 24 hours before collection time |
| ▶ 24-hour hire fee for each day or part-day you are late | ▶ return the equipment after the agreed return date and time |
| ▶ 10% of the hire cost | ▶ return equipment that is improperly packed or soiled |
| ▶ Cost of equipment replacement or repair | ▶ the equipment is stolen, used incorrectly, used in water, used in aircraft or drones, damaged by water from outdoor use, or used outside of Australia |
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10. Damaged or Lost Equipment

- You must:
- ▶ Tell WAT if any damage or fault to the equipment happens.
 - ▶ Pay any fees related to replacement or repair of damaged or lost equipment.
 - ▶ Make any reports of damage or loss to the police, WAT or insurer.

11. Insurance

- ▶ Insurance covers accidental damage to the equipment.
- ▶ WAT's insurance of equipment Insurance does not cover:
 - theft
 - incorrect use
 - use in water
 - use in aircraft or drones
 - water damage from outdoor use
 - use outside Australia
- ▶ If WAT's insurance covers the damage or loss of equipment that you hired, you must pay the policy excess of \$250 plus an administration fee of \$200.

12. General Conditions

- ▶ You must collect and return the equipment from the WAT office.
- ▶ The equipment remains the property of WAT
- ▶ You must not sell, transfer or sub-let the equipment
- ▶ You must not take the equipment outside of Australia
- ▶ WAT may repossess or demand the return of equipment before the completion of the period of hire if you break any of the terms of this agreement
- ▶ You must indemnify and keep indemnified WAT, its officers, servants and agents against all claims, demands for injury, loss or damage, sustained by any person because of, or arising out of the use of equipment during the hire period.

13. Signatures

I agree to hire equipment from WAT subject to the terms and conditions of this agreement

Client Signature ▶

WAT Staff ▶

14. Date

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