

STUDENT LIFE EQUIPMENT HIRE FORM

Email completed form to studentlife@vu.edu.au or drop it in to Student Life (M223) at Footscray Park Campus

***FORM MUST BE SUBMITTED 1 WEEK BEFORE EVENT**

Name: _____
Student/Staff ID: _____
Club/Student Group (Student): _____
Department/College (Staff): _____ Contact/Extension Number: _____
Dept. Finance Code (Staff): _____ Email: _____

Event Information

Event Name: _____
Event Date: _____ Event Location: _____

PICK UP

Date: _____ Time: _____

DROP OFF DATE & TIME

Date: _____ Time: _____

Other Notes

CONDITIONS OF HIRE

- The listed borrower is responsible for the equipment while on loan. The borrower must ensure that all equipment is returned in its outgoing condition or pay for any damaged equipment to be repaired or lost equipment to be replaced.
- Victoria University staff must have authorisation to use department cost code to replace lost or damaged equipment, otherwise responsibility will lie solely with staff member borrowing equipment.
- Equipment cannot be taken off campus unless authority has been granted by a Student Life staff member.
- Equipment must be picked from Student Life staff and returned within the next business day after the event unless there is authorisation for another time from Student Life staff.
- Borrowers must pick up and drop off equipment at the time organised with Student Life staff.
- Borrowers are responsible for transporting equipment to and from equipment room.

I have read and agree to the conditions hire.

Signature _____ Date ____/____/____

Approved by:
Staff Name: _____
Signature of Staff: _____
Date: ____/____/____

REQUESTING YOUR ITEMS

Tick in the space to the item you would like to request.

(CATEGORY)

Item	Qty	✓	Qty
(Equipment item) (5)		✓	3

Then write the number of items you would like to request.

BBQ

Item	Qty	✓	Qty
BBQ (6 Burner)	1		
- At least 1 present member must satisfactorily complete quiz at http://dofoodsafely.health.vic.gov.au/welcome.php			
BBQ Pack	1		
- Contains gas, napkins, tomato sauce, tongs, cleaning equipment			

MARQUEES/TABLES/FURNITURE

Item	Qty	✓	Qty
Marquee (6x3m)	3		
Marquee (3x3m)	3		
Outdoor Umbrella (3m) — with weight	3		
Beanbags	10		
Black sitting cubes	15		
Trestle Table (1.86m)	40		
Tableclothes	15		
Portable stage - 1.5mx2m	1		

MICROPHONES/STANDS/KITS/CABLES

Item	Qty	✓	Qty
Microphone Stand (standard)	7		
Microphone Stand (small)	4		
Microphone Stand (desk)	2		
SM58 Vocal Mic	4		
SM57 Instrument Mic	3		
Pro38 - Microphone	4		
Microphone cable XLR	25		
Drum Microphone kit - 6 piece - PGDMK6	1		
2 channel Dual Diversity UHF Wireless Microphones	1		
Twin Wireless microphone pack	1		

MIXERS/DJ DECKS/LIVE SOUND

Item	Qty	✓	Qty
Wharfedale 12 channel mixer R-1604FX	1		
Wharfedale Pro Mini Mixer EZ-m 10x2	1		
Allen & Heath ZED-10FX	1		
Yamaha 16 Channel Mixer MG166CX	1		
DJ Decks - Pioneer CDJ 850/DJM 850	1		
DI box (Digital Input)	3		
Graphic Equaliser/Limiter DBX 2231	2		

SPEAKERS/STANDS/AUDIO

Item	Qty	✓	Qty
Speakers 10"	2		
Speakers 15"	4		
Roller P.A.	2		
- Ideal for playing music through portable devices and making announcements			
Speaker Stands	4		
Yamaha Stagepas 300 Portable	1		
- Speakers and mixer combo - ideal for acoustic music performance, speaking to group of up to 50 people			

TV/ENTERTAINMENT

Item	Qty	✓	Qty
40" Sony LCD TV — VGA input	1		
50" Soniq LED TV — HDMI input	1		
Nintendo Wii console - (wii sports)	1		
Xbox 360 console - no games	1		

MISCELLANEOUS ITEMS

Item	Qty	✓	Qty
Clipboards	5		
Portable gas stove	1		
Urns — 8 Litres	3		
Blankets	50		
Megaphone	1		
Small Esky — 25 Litres, on wheels	1		
Large Esky — 150 Litres	1		
Extension Leads	6		
Powerboards	4		
Epson Projector — HDMI input	1		
Epson Projector — VGA input	2		
Multi Core 100feet	1		