

Equipment Hire Form

LUSA and Lincoln Uni IT have a variety of equipment available for clubs and companies to use. To ensure the equipment is maintained and returned, LUSA requires a deposit for equipment hired out.

Contact Details

Contact Name:

Club/Company Name:

Email:

Mobile:

Date of Hire:

Date of Return (must be returned to LUSA):

Equipment For Hire from LUSA (\$20 bond required for all hires)*

	ASB Portable Payment Terminal, D200 with the LUSA iPhone 6s, Inc. Data	\$15
	UE Mega Boom, Blue	\$5
	Speakers (x2), Microphone and Amp	\$20
	BBQ and Gas Bottle	\$40

When this equipment is on loan to you, you are responsible for looking after it. Your club will be liable for any damage or loss of the equipment hired. Your bond will be refunded upon return of all hired equipment.

***Must be collected from LUSA by 2.30pm on the day of hire and returned to LUSA.**

****Clubs are only required to pay a deposit, hire of equipment is free.**

Equipment Required from IT (This will be ordered by LUSA)*

	Large Screen TV and Laptop
	Projector
	Screen

***Must be collected from IT by 4.30pm on the day of hire. Arrangements must be made with IT for return.**

Signature:

I have read and understood the information and agree to these conditions.

Office Use

Bond Paid — LUSA Equipment Only [\$20]

Hire Fee Paid (if applicable)

IT Emailed

Items Returned:

Bond Returned: