

1. Community Organisation details

Organisation Name			
Responsible Person			
Address			
Phone		Mobile	
Email address			

2. Event/Activity details



Grant Number			
Event/Activity Name			
Date/s of Event	From		To
Location of Event/Activity			
Purpose of Event/Activity			

3. Date/s required


Collection date		Pick up from:	<input type="checkbox"/> Caloundra Reception (Omrah Ave) <input type="checkbox"/> Nambour Reception (Cnr Bury & Currie St)	Collect between 9am – 4pm weekdays
Return date		Return to:	<input type="checkbox"/> Caloundra Reception <input type="checkbox"/> Nambour Reception	Return between 9am – 4pm weekdays

4. Banner details

Please tick item you would like to borrow:

Item	Quantity Required	
<input type="checkbox"/> Teardrop Banner (2 metres) (two available)		 Teardrop Banner
<input type="checkbox"/> 5kg Heavy Metal Base Plate (two available) (for teardrop banner)		
<input type="checkbox"/> 20L Water Tank Base Plate (two available) (for teardrop banner) – Caloundra only		
<input type="checkbox"/> Stage Banner (1.5m x 45cm) (one available)		 Stage Banner
<input type="checkbox"/> Stage Banner (2 m x 1 m) (one available) – Caloundra only		

Grant Applicant, please return this form now by email to: [grants @sunshinecoast.qld.gov.au](mailto:grants@sunshinecoast.qld.gov.au)
 OR mail to SCC, Locked Bag 72, Sunshine Coast Mail Centre 4560

 PTO for Terms and Conditions 
Privacy

Council will use any personal information provided for the intended purpose only and for remaining in contact with you. Council is authorised to collect this information in accordance with the *Local Government Act 2009* and other Local Government Acts. Your personal information is only accessed by persons authorised to do so. Your personal information is dealt with in accordance with council's privacy policy.

www.sunshinecoast.qld.gov.au | mail@sunshinecoast.qld.gov.au | T 07 5475 7272 F 07 5475 7277

Postal address Locked Bag 72 Sunshine Coast Mail Centre Qld 4560 | ABN 37 876 973 913

Caloundra office 1 Omrah Avenue Caloundra Qld 4551
Maroochydore office 10 First Avenue Maroochydore Qld 4558
Nambour office Corner Currie and Bury Streets Nambour Qld 4560

5. Terms and Conditions

- Please read and follow the instructions for use and care of the banners included with the item.
- If the banners or parts related to the banners are damaged during your event/activity, please notify the Grants Team (contact details above) as soon as possible and send evidence (photographs) to the email address provided above.
- It is the hirer's responsibility to ensure items are returned in the same condition and location in which they were taken, i.e., thoroughly cleaned, all pieces included and without damage.
- Please arrange collection and return through the Grants Officer (contact details above).

6. Declaration of applicant (to be signed on collection of banners)

Details below are to be completed in person on collection of banner(s).

- I agree to organise my own collection and return of items to Council's Caloundra or Nambour office on the stated dates and times.
- I agree to return all goods in full, disinfected (with the wipes provided) and in the same condition as loaned, and to advise the Grants Officer of any loss or damage.
- I acknowledge that I am responsible for ensuring the careful use and storage of the item whilst in my possession.
- I understand that any costs arising from loss or damage to the goods will be passed onto me / my community group for immediate payment.
- I agree that I/my community group are liable for any loss, damage or injury that may occur whilst the banner is in my possession.
- I agree council will not be liable to the Borrower for any loss or damage arising from the banner, or any defect, in the banner, however, it may arise.
- I agree that in no event will Council be liable to the Borrower or any other person for any loss or damage of any kind suffered by the Borrower or any other person in connection with the use of the banner provided.

Signature of Applicant _____

Date _____

Internal use only

Banner Booked and Taken (SCC Officer to Tick):

Equipment	Booked	Taken	Equipment	Booked	Taken
Teardrop Banner 1	<input type="checkbox"/>	<input type="checkbox"/>	Base Plate 1	<input type="checkbox"/>	<input type="checkbox"/>
Teardrop Banner 2	<input type="checkbox"/>	<input type="checkbox"/>	Base Plate 2	<input type="checkbox"/>	<input type="checkbox"/>
Teardrop Banner 3	<input type="checkbox"/>	<input type="checkbox"/>	Base Plate 3	<input type="checkbox"/>	<input type="checkbox"/>
Teardrop Banner 4	<input type="checkbox"/>	<input type="checkbox"/>	Base Plate 4	<input type="checkbox"/>	<input type="checkbox"/>
Teardrop Banner 5	<input type="checkbox"/>	<input type="checkbox"/>	Base Plate 5	<input type="checkbox"/>	<input type="checkbox"/>
Teardrop Banner 6	<input type="checkbox"/>	<input type="checkbox"/>	Base Plate 6	<input type="checkbox"/>	<input type="checkbox"/>
Stage Banner	<input type="checkbox"/>	<input type="checkbox"/>	Base Plate 7	<input type="checkbox"/>	<input type="checkbox"/>
			Base Plate 8	<input type="checkbox"/>	<input type="checkbox"/>

- Banner returned, clean, disinfected and without damage
- All components listed above returned, including carry bags and accessories.
- Components Missing OR Components Damaged – Grants Team to follow up.

Signed by SCC Officer _____

Date: _____

Note: Nambour staff, after return of items, please email this form (front and back) to grants@sunshinecoast.qld.gov.au