



OUTAPI TOWN COUNCIL

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PO Box 853

Outapi

APPLICATION FOR HIRE OF COUNCIL FACILITIES, PLANT / EQUIPMENT

About this form: You must use this form when hiring facility and plant or equipment from the Outapi Town Council

How to complete this form

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that fields on this form are mandatory and must be completed before submitting this form.
3. The hirer will be invoiced by the Outapi Town Council for the facility and plant/equipment hired.

| HIRER DETAILS | | | |
|---|--|---------|--------|
| Name | | | |
| Address | | | |
| Contact details | Home: | mobile: | Email: |
| FACILITY & PLANT, EQUIPMENT DETAILS | | | |
| Facility & Plant/Equipment to be hired: | | | |
| Collection Date | | | |
| Return Date | | | |
| PAYMENTS OPTIONS | | | |
| In person or Online banking | Payment can be made directly at the cashier, or Account Name: Outapi Town Council Account Number: 62013870333 Branch: Outapi Branch No: 281673 NB: Once payment has been made, please provide the council with proof of payment. | | |

| OFFICIAL USE ONLY | | |
|------------------------------|--|------|
| | | Date |
| Receiver Officer - Name | | |
| Receiver Officer – Signature | | |

| | |
|---|------------------------------|
| Facility Plant/Equipment hired | |
| Number of hours facility, plant and equipment hired | |
| Hourly Rate (N\$) | Amount to invoice (N\$)..... |

CONDITIONS OF HIRING

1. The period of hire shall be calculated from the time the plant or equipment leaves the Outapi Town Council premises until the time of its return.
2. The hirer must notify the Outapi Town Council immediately of any accidents or incidents involving or resulting in damage to the plant or equipment;
3. Any repairs required to the plant or equipment as a result of damage suffered during the period of hiring, shall be chargeable to the hirer;
4. All transport costs (delivery and return), shall be paid by the hirer unless specified otherwise. The hirer is responsible for loss and damage to the equipment, should there be any.
5. The equipment shall be returned to Outapi Town Council on the date specified in the application by the hirer. Prior to return, the hirer must ensure that the equipment is clean and in good condition.

On signing this facility, plant and equipment application, I understand and agree to abide by the Terms & Conditions.

Hirer Name **ID No.....**

Signature..... **Date:.....**

End