VICTORIAN COLLEGE OF THE ARTS | THE UNIVERSITY OF MELBOURNE

VCA TECHNICAL STORE
EQUIPMENT HIRE REQUEST FORM

PLEASE COMPLETE ALL SECTIONS OF THIS FORM AND THEN SUBMIT IT TO THE TECHNICAL STORE SUPERVISOR NO LATER THAN TWO WORKING DAYS PRIOR TO COLLECTION DATE

DATE:_____ HIRE No:_____ TIME:_____

HIRER:_____

STUDENT/STAFF ID:_____

CONTACT PHONE:_____ EMAIL:_____

PRODUCTION/EVENT NAME:_____

PRODUCTION/EVENT LOCATION:_____

COLLECTION DATE:_____ TIME:_____

RETURN DATE:_____ TIME:_____

I hereby agree to abide by all terms and conditions under which this hire may be approved, (www.vca.unimelb.edu.au/facilitiesaudiovisual), and agree to pay all costs deemed appropriate for this hire as advised by the Technical Store Supervisor.

SIGNATURE:_____ DATE:_____

EQUIPMENT REQUIRED:

QTY	ITEM	QTY	ITEM