



Rotary Club of Drysdale Inc
ART BOARD HIRE PROCEDURE

Page 1 of 3
Version 7
29.10.18

The Rotary Club of Drysdale has two custom-built twin-axle trailers each containing 20 display boards and stands as used in the Art Shows.

Each Art Board is 3m (10ft) long by 1.2m (4ft) high. The bottom edge of the Art Board, when mounted on the stand, is 1m above the floor.

PROCEDURE

CHARGES

A total of \$400 per trailer must be paid prior to the hire into the Rotary Club of Drysdale's nominated bank account:

Account name:	Rotary Club of Drysdale
BSB Number:	633 000
Account Number:	146672134

If paying by cheque, make the cheque out to Rotary Club of Drysdale and send at time of booking to P.O. Box 123, Drysdale 3222

- The cost is made up of \$200 hire charge per trailer
- \$200 bond per trailer to be refunded into Hirer's nominated account on return of Boards after they have been thoroughly checked and in good condition

COLLECTION

1. Allocate day and time for collection.
2. Club Coordinator to meet Hirer at the Old Dairy in Clarendon Road, Drysdale (note access route on page 3 during road works period).

Boards can only to be hired 24 hours before required and returned immediately are event held, e.g. for an event held on a Saturday boards can be collected on the Friday then returned Monday at an time agreeable to the Hirer and Club Coordinator - this can be renegotiated if the boards are to travel a distance.

PROCEDURE FOR RETURN

Hirer to slide each board out of trailer and both sides to be visually checked by the Club coordinator and slid back in, this is to be continued with all boards that have been hired.

The Hirer is to only use Art Board Hooks to attach art work to the boards. These can be purchased from Mitre 10 or Bunnings stores.

Do not use Blue Tac, Velcro, Staples, Pins etc – evidence of use of such items may result in part or total loss of bond.

The Club coordinator will check there is no damage to boards or trailers. Upon satisfactory inspection the bond will be refunded into the Hirer's nominated account within 24hours (unless weekend then earliest banking day).



ART BOARD HIRE AGREEMENT

HIRER'S NAME: _____

HIRER'S ADDRESS: _____

HIRER'S CONTACT PHONE: _____

HIRER'S CONTACT EMAIL: _____

DATE OF HIRE: _____

DATE and TIME OF RETURN: _____

HIRER'S BANK ACCOUNT DETAILS

Account Name: _____

BSB Number: _____

Account Number: _____

Number of Trailers (circle selected option)	1	2
Hire Charge	\$200	\$400
Bond	\$200	\$400
Total to pay into Rotary Club account	\$400	\$800
BSB 633 000 Acc 146672134		

If paying by check send at time of booking to: Rotary Club of Drysdale - P.O. Box 123, Drysdale 3222

Bond to be returned to Hirer after return intact and good condition	\$200	\$400
--	-------	-------

I/We have read and acknowledge the above terms and conditions of hire of the Rotary Club of Drysdale Art Boards and agree to return boards in good condition.

We will relinquish our bond should these conditions not be met.

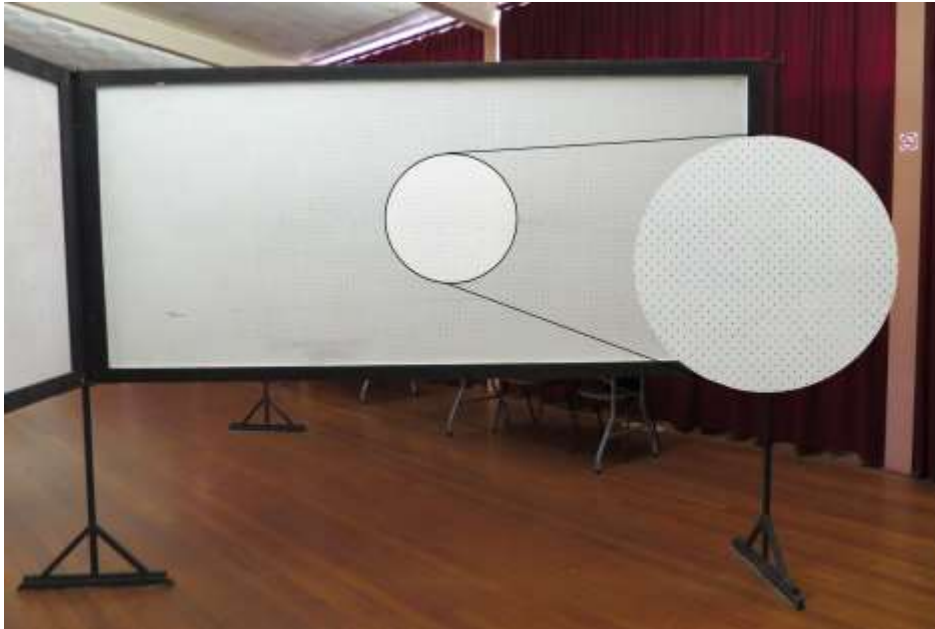
PRINT NAME: _____

SIGNED: _____

DATE: _____



SET-UP & USE



Art boards are 3m (10ft) long by 1.2m (4ft) high. The bottom edge of the Art Board, when mounted on the stand, is 1m above the floor. Boards are perforated (see above) to accommodate art board hooks



(left) which is the **only** acceptable means of attaching art work to the boards. These can be purchased from Mitre 10 or Bunnings stores. **Do not use Blue Tac, Velcro, Staples, Pins etc – evidence of use of such items may result in part or total loss of bond.**

Location of Pick-Up & Return

