



AROC TOILET HIRE FORM

CONTACT DETAILS	
Organisation: _____	
Contact Name: _____	
Email Address: _____	
Phone: _____	Mobile: _____
Address: _____ Suburb: _____ Post Code: _____	
Is your Shire part of AROC (Toodyay, Goomalling, Northam, Victoria Plains, York)? YES / NO (Please circle)	

BOOKING DETAILS
Date from: ____ / ____ / ____ Date to: ____ / ____ / ____
Activity (e.g. event / show): _____
<u>Please tick which toilet block you would like to hire:</u>
<input type="checkbox"/> Toilet Block 1 (2 female toilets, 2 male toilets)
<input type="checkbox"/> Toilet Block 2 (3 female toilets, 1 male toilet, 2 urinals)

ADDRESS
Toilet blocks are to be collected and returned to the Northam Depot at 67 Byfield Street during organised days and hours as directed by the Bookings Officer.

PAYMENT

☐ Cash or Eftpos upfront

☐ Invoice - PO # _____ (Please note invoices can only be provided to those with an account)

HIRE RATES

☐ GOLD STAR \$116.00 per day

Not for profit community events (if their Shire is an AROC member)

☐ SILVER STAR \$234.00 per day

Not for profit community events (if their Shire is NOT an AROC member)

☐ BRONZE STAR \$350.00 per day

Corporate, commercial groups (if their Shire is NOT an AROC member)

☐ BRONZE STAR \$316.00 per day

Corporate, commercial groups (if their Shire is an AROC member)

CONDITIONS OF HIRE

- Booking forms must be submitted to the Bookings Officer at least 7 business days prior to the booking date.
- Storage of items before or after the booking is not permitted unless discussed otherwise.
- The Shire of Northam is not responsible for any loss or damage of personal property.
- The council reserves the right to withdraw permission for the use of equipment at any time.
- Fees are set by council and cannot be adjusted. Please make sure your booking is paid in full 72 hours prior to the booking date.
- A bond will be charged to the hirer. If equipment is returned to required standards and conditions, the bond will be refunded into your nominated bank account within 10 days.
- Cancellations must be received in writing to bookings@northam.wa.gov.au no less than 5 days prior to the scheduled date. Failure to do so will result in a cancellation fee.
- All damage is to be reported. The hirer is liable for costs to repair/replace any damages to Shire property where identified after your booking. These costs may be deducted from your bond.
- All equipment is to be returned to the correct locations and stored neatly as it was found.
- The hirer will collect and return the equipment to the Shire of Northam Depot. The hirer acknowledges that he has inspected the equipment and:
 - Confirms that they are clean and in a good and substantial order and condition.
 - Is aware of the proper use for which the goods are designed and will use strictly in accordance with this purpose.
 - Is aware of the proper operating procedure for the goods supplied.
 - Is aware the goods require connection to mains water.
 - Is aware the goods must be emptied (serviced) by a qualified septic tank cleaner at their own expense prior to transport for return and will provide evidence and receipts to the Shire of Northam.
 - Will supply at their own expense all fuel necessary for travel and operation of the goods.

DECLARATION

I have read and agreed to the conditions of hire outlined above. I am aware that this booking has not been confirmed until I have received a confirmation email from Northam Recreation Centre's Booking Officer.

Signed: _____ Date: ____ / ____ / ____

MOBILE TOILET VAN USAGE

SET UP

1. Pick site and level caravan left to right by placing blocks under wheels.
2. Level caravan with jockey wheel.
3. Drop front and rear stands down.
4. Remove steps from storeroom and fit on side of caravan and fit handrails.
5. Open roof hatches.
6. Check that main drain valve is closed.
7. Connect mains water to caravan and remove air in line by turning on sink taps.
8. If required connect 240 volt / 15 amp cable.
9. Check that consumables are full and lock storeroom doors.

PACK UP

1. Connect drain hose from waste truck to waste outlet. Open drain cock and pump out waste. Before removing hose, turn on rear tank cleaning jets for 2 minutes (tap found under caravan at rear). Turn off and repeat at front of caravan (tap found under front of caravan).
2. Disconnect mains water from caravan.
3. Flush all toilet cisterns.
4. Pump out remaining waste turn off drain valve and disconnect waste hose.
5. Remove 240 volt cable if connected.
6. Remove steps and handrails and secure in storerooms.
7. Wind up legs and fold up.

WARNING: CARAVAN NOT TO BE MOVED WITH LIQUID IN TANK

DECLARATION

I have read and understand what is required to appropriately and correctly set up and pack up the mobile toilet van as stated above.

Signed: _____ Date: ____ / ____ / ____