

January 2014

Below is the basic information for new Props Borrowers- who to call, how much and when you can come and see us.

Fee Details

An Administration fee of \$50 (inc GST) exists to cover the administration costs of the PropShire staff. This will be a cash only payment to be paid on the day items are collected from the props store.

The \$50 Administration fee covers

- One collection appointment only, (spilt collections are not allowed)
- One borrow sheet (front and back- maximum 30 items only)
- A \$10 (inc GST) fee will apply for every ten items borrowed over the initial thirty items.

This \$50 fee does **not** cover/go towards

- Fees incurred for breakages.
- Fees incurred for late returns (please see borrow sheet for details).
- Refundable deposits on specialty items.
- Additional hire appointments for the same production.

On your first visit MTC will also be asking you to complete a **Terms and Conditions Form** which requires your details as well as ID with your proof of address. This form will take you through the expectations and conditions of borrowing from MTC. Please ensure you arrive early for your first appointment to allow time to complete this form. (please note **you must be over 18** to borrow from the props borrow store)

Only borrowers who have completed this form will be permitted to take items from the PropsShire.

If you are borrowing on behalf of another party who is taking responsibility of the props you will need all their contact details. Name, direct contact number, email and postal address. Please remember that as you have signed for them you may still be contacted in regards to these goods even if you are no longer with that group or company if the secondary contact fails.

Any damaged or lost goods will be invoiced (at a minimum of \$50 for each item) directly to the responsible person on the form and a **suspension from borrowing will be in place for the individual as well as the company** until the invoice is finalised. If the invoice is not finalised and properties not returned legal action will be taken.

Appointment Details

Appointment Times

- Appointments time are
Tuesdays 11.00am – 2.30pm (last appointment)
Thursdays 10.00am – 1.30pm (last appointment)

Appointment times are half hour appointments (this is for borrow/Browse and Return) and getting an appointment on the day is no viable during the busy periods of March - November. Appointment days, on average, book out two weeks in advance. You can ask to be put on the waiting list in the hope of cancellations. Please remember your disorganisation is not our emergency.

If you have the last appointment of the day and are late by 10 minutes or more you will automatically forfeit your appointment. You will need to book in another appointment but please note that we do record missed appointments and no shows.

If you are unable to make your appointed time on the day of your booking please call 8688 0900, as another person on the waiting list can use this appointment.

MTC will not lend the following items; Electrical props (anything with a cable), Weaponry (swords, daggers, guns & blades), Plant items & Smoking packets.

CONTACT DETAILS

FOR BOOKINGS:

Email – Propshire@mtc.com.au

Phone: 8688 0900

Running late/Cancellations on the Day: 8688 0900