

MELBOURNE THEATRE COMPANY PROPS HIRE TERMS AND CONDITIONS

Please print clearly

Contact Details	
Name	
Mobile	
Email	
Postal Address	

Company Details	
Name of Company	
Your role/position title	
Permanent or Contracted Position	
Company Address	
Company Phone	
Alternate Contact <i>Please provide an alternate contact should you finish your contract or we are unable to contact you.</i>	
Name :	
Role/Title:	
Contact Email:	
Contact Phone:	

Identification
ID Type:
<i>(office only): ID Photocopy attached- Y/N</i>

BORROWING AND RETURNING ITEMS

Clause		Initial
1.	I understand Browsing, Borrowing and Returning is by appointment only and I am not permitted to return items outside appointment times or without an appointment.	
2.	I understand that appointments are 30 minutes in duration from booked appointment time. I understand that if I am more than 15 minutes late, I may be required to reschedule my appointment.	
3.	I understand I am expected to contact the MTC Props Store if I am running late, or unable to make an appointment – 8688 0900.	
4.	I understand a maximum of 5 people can attend an appointment.	
5.	I understand that props can be hired for up to 3 months.	
6.	I understand that a return appointment must be booked on the day of hire and that I am personally responsible for returning the items borrowed. This means that I need to return the items or have someone with me on the day of hire who is willing to have the responsibility to return all items to their correct place on the nominated date.	

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7.	<p>I am responsible for returning the items myself. I will contact MTC if there is a problem with this to make alternative arrangements. If hired items are returned via a courier or removalist company, the following will apply:</p> <ol style="list-style-type: none"> I will be charged a \$200 fee. If any items are lost or damaged by the courier a minimum of \$50 will be charged (please see clause 27). I must contact MTC staff prior to delivery to discuss conditions. <p>Failure to do comply with these terms will result in MTC refusing to accept the delivery, and any costs incurred will not be passed onto MTC.</p>	
8.	<p>I understand that items are expected to be returned to their appropriate locations left safely and neatly, and not left cluttering aisles, walkways, or overhanging shelves.</p>	
9.	<p>I understand that props are not permitted to be left; un-attended at reception, in the corridors, in front of Fire Equipment or in any way impeding access and egress within the building.</p>	
10.	<p>I understand I am required to have enough people to assist in collecting and returning large quantities of items and/or large props in a safe manner. MTC staff are not responsible for manual labour of moving large or heavy items. Furthermore, MTC staff have the right to cancel the appointment if deemed unsafe.</p>	
11.	<p>I understand I am expected to have appropriate transportation for items as well as appropriate padding and ties for trailers/open tray utes. During wet weather I understand I am expected to have a tarp or covering to protect items. Items are not permitted to travel in wet weather without appropriate protection. MTC staff have the right to cancel the hire if they feel these conditions are not adequately met.</p>	
12.	<p>I understand that swords, guns, daggers, blades, sharp objects, smoking packets, herbal cigarette or plant items and some electrical items cannot be borrowed.</p>	
13.	<p>I understand that specialty items may require an extra fee or refundable deposit to hire.</p>	
14.	<p>I understand that taking or touring items interstate must be organised by prior arrangement and that an additional fee may be involved.</p>	
15.	<p>I understand that any inappropriate behaviour towards MTC staff will not be tolerated and may lead to a ban from the MTC Props Store for myself and the company I am representing.</p>	
16.	<p>I understand I must be 18 years or older to hire from the MTC Props Store and identification must be provided.</p>	
17.	<p>I understand that MTC reserves the right to decline borrowing services if any terms or conditions are breached.</p>	

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ON ARRIVAL

Clause		Initial
18.	I understand that I must sign in at reception on arrival and that I am only permitted access to the MTC Props Store when admitted by MTC staff.	
19.	I understand that I or any or my colleagues are not permitted to enter or exit through the Workshop area under any circumstances, and a breach of this rule may lead to a ban from the MTC Props Store for myself and the company I am representing.	
20.	I understand that if I require access to the large props store, I must be accompanied by a member of MTC staff at all times.	
21.	I understand that when using ladders I should observe the rules and safe working practices of MTC and make every effort to reduce harm to myself and others. These include: <ul style="list-style-type: none"> a. being conscious of MTC ceilings, building overhang, and fire services b. making sure the ladder is on a flat, solid surface away from any doors c. not overreaching or standing on top of the ladder d. not having more than one person on the ladder at a time e. asking MTC Props Hire staff for assistance, if required. I also understand that climbing on any items such as a chair, container, or crate is strictly forbidden .	
22.	I understand that I am responsible for ensuring that anyone accompanying me is aware of the terms and conditions of entering the MTC Props Store.	
23.	Upon entering the building, I will familiarise myself with the Emergency Evacuation Procedures and maps found on every floor by the lift. I understand that the evacuation alarm can be identified by a “WHOOOP WHOOOP” type siren and/or red or orange flashing lights. In the case of an evacuation, I will: <ul style="list-style-type: none"> a. stop working immediately and make my way to the entrance of the props store, b. exit via the nearest emergency exit as instructed by MTC staff, c. meet at the corner of Kings Way and Sturt Street, d. not return to the building until the emergency is declared by the Building Emergency Controller to be over. I also understand that I must make my way to the meeting point at the park at the corner of Kings Way and Sturt Street with anyone accompanying me to get my name marked off from the sign in book to verify I have exited the building.	

OTHER FEES AND CONDITIONS

Clause		Initial
24.	I understand that all fees and deposits must be paid in cash on the day of hire.	
25.	I understand that there is a \$50 Administration Fee for 30 items and that each item over this quantity will incur another fee of \$10 per 10 items.	
26.	I understand that should I require an additional appointment to hire extra items, I will have to pay a \$10 Administration Fee. This will cover 10 items. Any additional items will incur another fee of \$10 per 10 items.	
27.	I understand that any damages or loss of props will be my responsibility and I will be invoiced for them at a minimum of \$50 depending on the replacement or repair cost of the item(s).	

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28.	I understand that a late fee of \$50 will apply if I do not return my props on the proposed return date and no prior contact has been made with the MTC Props Store.	
29.	I understand that missing or rescheduling more than two appointments per hire will result in a \$50 penalty. Ongoing behaviour of this sort may result in being banned from the MTC Props Store.	
30.	MTC should be acknowledged in all programs if you are borrowing props. Our logo can be downloaded here: www.mtc.com.au/mtclogo	
31.	All items borrowed will be recorded and photographed. I understand I will be charged a minimum \$50 fee if the item(s) are lost or are not returned in their original condition. This cost will vary depending upon the damage and replacement value of the item(s).	
32.	I understand that items required by MTC must be returned upon request or may not be permitted to be borrowed and noncompliance will result in a fee.	
33.	I understand that failure to comply with any of these conditions may result in being banned from borrowing from the MTC Props Store.	

Ihave read the information above and understand the conditions of borrowing and MTC’s expectations of my conduct.

Borrower Signature:	
Date:	

MTC Staff Name	
MTC Staff Signature	
Date	
Input	Y/N