

Contact Details	
Name	
Mobile	
Email	
Postal Address	

Company Details	
Name of Company	
Your role/position title	
Permanent/Contractor Position	
Company Address	
Company Phone	
Alternate Contact <i>(please provide the contact details on an additional crew member.)</i>	
Name :	
Role/Title:	
Contact Email:	
Contact Phone:	

[Office Use Only]				
Signed copy of Terms and Conditions provided	Emailed	<input type="checkbox"/>	Hard Copy	<input type="checkbox"/>
Respectful Workplace Policy provided	Emailed	<input type="checkbox"/>	Hard Copy	<input type="checkbox"/>
Safety Instruction Sheet provided	Emailed	<input type="checkbox"/>	Hard Copy	<input type="checkbox"/>
Drivers Licence Number				

1. General		
I understand:		Initial
1.1	I am required to read MTC's Respectful Workplace Policy. Any breach of the Respectful Workplace Policy document and/or any inappropriate behaviour towards MTC staff will not be tolerated and will result in my immediate ban from MTC Hire.	
1.2	MTC staff have the right to terminate or cancel an appointment at any time if any term or condition is breached or inadequately met.	
1.3	Appointments are 30 minutes in duration from booked appointment time.	
1.4	If you need to cancel or reschedule your appointment, you must notify MTC Props Hire a minimum of 30 minutes prior to the start of your scheduled appointment time. If you do not meet this requirement, a "No Show" mark will be recorded against you. Additionally, if you are more than 10 minutes late to arrive for your appointment time a "No Show" mark will be recorded against you. "No Show" marks greater than three will result in a lifetime ban from both MTC Props and Costume Hire.	
1.5	Browsing, Borrowing and Returning is by appointment only and I am not permitted to return items outside appointment times or without an appointment.	
1.6	I must contact MTC Props Hire if I am unable to make an appointment	
1.7	Props can be hired for a maximum duration of 3 months.	
1.8	I must sign in at reception on arrival and I am only permitted access to the MTC Props Store when admitted by MTC staff.	
1.9	I am responsible for the safe transport, storage, use and return of all MTC props. Any losses or damages are my sole responsibility.	

1.10	I must have appropriate transportation for items as well as appropriate padding and ties for trailers/open tray utes. During wet weather I must have a tarp or covering to protect items. Items are not permitted to travel in wet weather without appropriate protection.	
1.11	All Props must be stored in a safe and clean environment.	
1.12	Items borrowed must be deemed by the borrower as fit for purpose. The onus falls on the borrower if items were deemed incorrectly fit for purpose.	
1.13	All props must be returned to their original location within the Props Store during a return appointment. It is not the responsibility of MTC Staff to return items to their original locations.	
1.14	Where I am primary borrower, I am responsible for ensuring that all individuals participating in the same hire, transporting, storing or otherwise interacting with MTC props are aware of these terms and conditions. I understand that I am responsible for any breach of terms and conditions by these individuals and any associated fees and fines.	
1.15	Where I am the primary borrower, I must present at both borrow and return appointments, if I am unable to attend both appointments I must organise another individual to be present at both appointments. Where another individual is present at both appointments clause 1.10 applies.	
1.16	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 and I am not present, a fee will be charged. See Appendix A. Failure to comply with these terms will result in MTC refusing to accept the delivery, and any costs incurred will not be passed onto MTC.	
1.17	A hire's return appointment must be booked no later than at the time of borrow appointment. I will not be permitted to take items from MTC Props Hire without a booked return date.	
1.18	Items required by MTC must be returned upon request.	
1.19	Appointments may be extended by 30 minutes <i>only</i> and must be booked at least 24 hours in advance, subject to booking availability. Additional fees will apply, see Appendix A.	
1.20	Taking or touring items interstate must be organised by prior arrangement at additional cost, see Appendix A. Props may <i>not</i> travel internationally under any circumstance.	
1.21	MTC should be acknowledged in all programs if you are borrowing props. The logo can be downloaded here: www.mtc.com.au/mtclogo	

2. Environmental Health and Safety

I understand:		Initial
2.1	Props Hire staff may terminate an appointment at any time if they deem any behaviour, equipment or practice to be unsafe.	
2.2	I must read and comply with the MTC Props Hire Safety Instruction Sheet, any breach of these instructions will result in immediate termination of any appointment in progress and ban from MTC Props and Costume Hire.	
2.3	I or any person accompanying me onsite at MTC may not enter or exit through the Workshop area under any circumstances. Breach of this clause will result in immediate termination of any appointment in progress and possible ban from MTC Props and Costume Hire.	
2.4	I am responsible for organising enough people to assist in collecting and returning large quantities of items and/or large props in a safe manner. Clause 1.10 applies.	
2.5	A maximum of 5 people can attend an appointment.	
2.6	I must be 18 years or older to hire from the MTC Props Store and proof of age must be provided upon request.	
2.7	MTC staff are not responsible for the manual labour of items.	
2.8	Sharp objects, including but not limited to; swords, knives, stage weapons, as well as guns, smoking packets, herbal cigarettes, plant items and all electrical items cannot be borrowed.	
2.9	Props tagged during a browse appointment must not be moved from their original location within the Props store.	

3. Fees and Fines		
I understand:		Initial
3.1	I am responsible for payment of all Props Hire fees and fines payable to Melbourne Theatre Company resulting from any hire of which I am the primary borrower.	
3.2	Fines for lost or damaged props are variable and will depend on quoted repair or replacement cost per item. I understand the minimum charge for lost or damaged props will be \$60 per item.	
3.3	All fees and deposits must be paid in cash on the day of borrow appointment.	
3.4	Specialty items may require an extra fee or refundable deposit.	
3.5	I will not be permitted to borrow with MTC Props Hire until all outstanding invoices, for which I am responsible, are paid.	

Appendix A

Fees	Amount	Notes
Standard Administration fee: Covers 1x browse, 1x borrow and 1x return appointment of 30 minutes each with a maximum borrow of 30 items.	\$70	Flat fee, no discount given for fewer appointments.
Additional items over 30 item maximum.	\$20	For up to 10 additional items.
Additional appointments (browse, borrow or return)	\$20	Per appointment, other fees may also apply.
Extended appointment time	\$20	Per appointment.
Travelling Props Interstate	TBA	Fee to be discussed.
Refundable deposit for specialty items	TBA	Fee to be advised.
Fines	Amount	Notes
Items returned via courier or removalist company	\$200	
Damaged or lost items	\$60	<i>Minimum charge per item.</i>
Missed return appointment without notifying MTC	\$60	
Travelling props interstate/internationally without permission	\$100	<i>Minimum charge</i>
Returning items without prior arrangement, an appointment or outside Props Hire operating hours.	\$100	
Missing or rescheduling more than two appointments per hire.	\$60	

Agreement

I have read and understand the terms and conditions listed above.

I understand that failure to comply with any of these conditions will result in being fined or banned from borrowing from MTC Hire.

Borrower Signature

Date

Staff Signature

Date