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**Event Equipment Booking Form**

Dun Laoghaire Rathdown Sports Partnership has purchased a range of equipment suitable for use at local sporting events and is making these available for free to clubs and schools based within Dun Laoghaire Rathdown. This equipment has been purchased through Sport Ireland and Dormant Accounts funding. In order to request and book this equipment, please complete this form and return to the contact details below.

**Event Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Event Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Club\Organisation Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| **ITEM** | **REQUESTED** |
| Tent\Marquee |  |
| Mobile PA\ Sound System |  |
| Start/Finish Arch\Gantry |  |
| Trestle Tables x 2 |  |
| Starter Hooter |  |

**Proposed Date of Collection:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposed Date of Return:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**P.T.O**

**Terms & Conditions of Loan:**

* This equipment is lent to the club/organisation for the agreed period and must be returned to Dun Laoghaire Rathdown Sports Partnership in the condition it was received in.
* If you are taking a lend of our gazebo / gantry **you will need a van or SUV that the seat go down to transport the equipment.** You will also need the driver and 1 other person to lift the equipment into the vehicle.
* The club/organisation shall put in place all necessary insurance arrangements in relation to the equipment received and any associated activities.
* Due to high popularity of this event equipment some or possibly all of the items listed below may not be available on the date you wish to hold your event. This will be indicated to you as soon as possible in order for you to source the equipment elsewhere.
* It is the responsibility of the club/organisation to collect the equipment from and return to the storage location in Dun Laoghaire (Harbour Square).
* Where possible and appropriate recognition and acknowledgement should be given to Dun Laoghaire Rathdown Sports Partnership on social media platforms and on the day of the event. Our logo found at the top of this page can be used if possible.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name) on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (club/organisation) take full responsibility for the items that have been requested above and borrowed from Dun Laoghaire Rathdown Sports Partnership. I understand that these items must be returned exactly in order as we received them by the return date stated above. Failure to do so will result in our club/organisation replacing these items and it may affect the group’s ability to hire out equipment for future events.

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FOR OFFICE USE

Equipment Available Yes No

Booking Confirmed Yes No

Processed By \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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