

SENSORY PACK HIRE APPLICATION

FCCS082



Shire of
Narrogin
Love the life

89 Earl Street
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Narrogin WA 6312

(08) 9890 0900

www.narrogin.wa.gov.au
enquiries@narrogin.wa.gov.au

CASHIER HOURS:
8:30am – 4:30pm
MONDAY- FRIDAY

Please complete and submit this form to: **enquiries@narrogin.wa.gov.au**

Submission of this form does not guarantee your booking. Confirmation will be sent once availability is verified.

APPLICANT DETAILS

Name of Hirer:			
Company/organisation etc:			
Purpose of Hire:	<input type="checkbox"/> Personal	<input type="checkbox"/> Private Event	<input type="checkbox"/> Community Event <input type="checkbox"/> School
Have you hired with us before:	<input type="checkbox"/> Yes <input type="checkbox"/> No	ABN:	
<p>If NO, please fill in the New Supplier Form and Debtor Request Form and attach them to this application. Please verify your bank details by including one of the following: bank deposit slip, bank statement, or bank letter.</p> <p>If YES, have your bank details changed? If so, please complete the Update Supplier Form</p>			
Suburb:		Postcode:	
Telephone No.:		Mobile No.:	
Email Address:			

SENSORY PACK DETAILS

Requested Hire Duration:	<input type="checkbox"/> 1 day	<input type="checkbox"/> 3 days	<input type="checkbox"/> 5-7 days
Date(s) required: <i>(If you require additional dates please include as an attachment.)</i>	From: ___/___/___	To: ___/___/___	
	From: ___/___/___	To: ___/___/___	
<input type="checkbox"/> <u>Little Explorers Pack</u> Best for: Young children with high movement needs. Includes: <ul style="list-style-type: none"> Crash mat (1) Body socks (2) - 1xS 1xM Peanut ball (1) Wobble board (1) Bouncy bands for chairs (2) Adjustable Circular Hopscotch (1) Focus: Gross motor skills, safe movement, energy release	<input type="checkbox"/> <u>Calm Kids Pack</u> Best for: Children needing calming support or retreat space. Includes: <ul style="list-style-type: none"> Pop-up blackout tent (1) Weighted lap bags (1) Finger tracing calming cards (1 set) Vibrating cushion (1) Active noise cancelling headphones (1) Magnetic dot board (1) Liquid Sensory Tiles (1 set of 3) Large Pop It (2) Focus: Emotional regulation, calming, low-stimulation environments	<input type="checkbox"/> <u>Teen & Adult Regulation Pack</u> Best for: Teens and adults needing focus and sensory control. Includes: <ul style="list-style-type: none"> Active noise-cancelling headphones (1) Weighted lap bag (1) Liquid sensory tiles (1 set of 3) Finger tracing calming cards (1 set) Sensory Fidget Tubes (2) Bouncy Chair Bands (2) Large Pop It (2) Focus: Anxiety reduction, focus, sensory modulation	

<input type="checkbox"/> <u>Adult Movement & Sensory Support Pack</u> Best for: Adults requiring physical sensory input or grounding. Includes: <ul style="list-style-type: none"> • Flexi stool (1) • Peanut ball (1) • Wobble board (1) • Body socks (2) - 1xL 1xXL • Vibrating cushion (1) • Adjustable Circular Hopscotch (1) Focus: Controlled movement, physical regulation	<input type="checkbox"/> <u>All-Abilities Sensory Event Pack (Flagship Pack)</u> Best for: Events, festivals, large inclusive community spaces. Includes: <ul style="list-style-type: none"> • Sensory swing with stand • Crash mat • Pop-up blackout tent (2) - 1x adult, 1x child • Active noise-cancelling headphones (2) – 1x adult, 1x child • Weighted lap bags (4) – 2x 2kg, 2x 1.5kg • Liquid sensory tiles (1 set of 3) • Flexi Stool (1) • Adjustable Circular Hopscotch (1) • Magnetic dot boards (2) • Sensory Fidget Tubes (2) • Giant Pop Its (2) • Communication boards (2) framed Focus: Full inclusive sensory experience (movement + calm + retreat)
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SCHEDULE OF FEES AND CHARGES

Click [here](#) to view the **current Schedule of Fees & Charges** on the Shire of **Narrogin's website**, for relevant fees & charges information.

Please Note: A refundable bond is required for all bookings of Shire sensory packs.

Full payment including Bond is required (1) week prior to the booking of the pack, to confirm the booking – failure to do so will result in the cancellation of the booking. Cancellations within five (5) working days of event will result in forfeiture of the hire fee from the bond. Bond will be returned upon the completion of a routine inspection. Additional cleaning fees will be deducted from the bond before return.

CONDITIONS OF USE/HIRE

HIRER	The hirer must be 18 years or over. The Hirer is responsible for the condition of the sensory equipment.
HIRE CHARGE	Payment of the prescribed hire charge and Bond (if applicable) must be paid in full prior to the use of the sensory pack. Equipment will not be released unless payment is made. The Hirer shall be responsible for the full replacement cost of damaged equipment. (Page 3) Packs must be returned by the agreed date to avoid additional hire fees
CLEANING	The Hirer is responsible for cleaning of the sensory pack equipment. Cleaning products are supplied with the packs when hired. Equipment will be sanitised by staff upon return ready for the next hirer.
BOND	Refund of bond will only be made after satisfactory inspection.
LIABILITY	The Shire of Narrogin accepts <u>NO LIABILITY</u> for injury or misuse of the sensory items during the hire period.

DECLARATION / ACCEPTANCE OF CONDITIONS OF USE

PANDEMIC: Hirers need to be aware of pandemic restrictions and to comply with government requirements.

I have read, understood, and agree to abide by the above Conditions of Use for Hire of Shire Facilities. I agree to take responsibility as the Hirer of the facility, and as such will ensure that all conditions are followed and adhered to. Should these not be followed I understand it can lead to the forfeiture of the bond and/or further action taken.

Name:			
Signature:		Date:	

REPLACEMENT COST SCHEDULE

Item	Replacement Cost (AUD) per item	Item	Replacement Cost (AUD) per item
Crash mat	\$295.00	Bouncy band for chair	\$24.50
Crash Mat Cover	\$89.95	Liquid sensory tiles (ea. pk)	\$125.95
Pop-up black out tent - Children	\$139.95	Adjustable Circular Hopscotch	\$39.95
Pop-up black out tent – Adults (Large)	\$210.00	Magnetic Dot Boards	\$35.65
Sensory swing with stand – up to 80kg	\$479.95	Sensory Fidget Tubes	\$13.25
Body socks (Sml)	\$67.95	Weighted lap bag (child)	\$49.95
Body socks (Med)	\$69.95	Weighted lap bag (adult)	\$64.95
Body socks (Lge)	\$72.95	Finger tracing calming cards (pk)	\$34.95
Body socks (XLge)	\$74.95	XL Pop Its	\$35.00
Wobble board (ea.)	\$59.95	Active noise cancelling headphones (child)	\$52.00
Peanut ball (ea.)	\$99.95	Active noise cancelling headphones (adult)	\$69.95
Flexi stool (ea.)	\$169.95		
Vibrating cushion (ea.)	\$64.95		

ADDITIONAL DOCUMENT ATTACHMENTS

In accordance with *Section 9.4 Public Places and Local Government Property Local Law 2016*, please attach a copy of **Certificate of Currency of Public Liability Insurance**. Private (family) events are not required to provide evidence of Public Liability insurance.

- Certificate of Currency (Public Liability)
- New supplier Form
- Debtors request Form
- Update Supplier Form
- Verification of bank details

RECORDS OFFICE			
Date Received		CFRecords Record No.	
Booking entered into SoN Venue Calendar	<input type="checkbox"/> Yes <input type="checkbox"/> No		
CCS OFFICE			
Date Hirer notified of Booking Approval		After Hours Drop Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certificate of Currency of Public Liability required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate of Currency of Public Liability attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pre-Check Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Bond returned	<input type="checkbox"/> Yes <input type="checkbox"/> No
Post check Completed	<input type="checkbox"/> Yes <input type="checkbox"/> No		
NOTES:			

Authorising Officer's Name: _____

Authorising Officer's Signature: _____

Date: ____/____/____