



Jungle Tots

Equipment Request Form

Name		Dept/Coy	
Tel		Membership Number	
Email Address			

I would like to borrow Kids' Tables & Chairs

Function			
Date		Location	
Quantity Taken	Tables		
	Chairs		

Booking information:

- a fee of \$25 per hire applies.(JT members)
- a fee of \$33 per hire applies. (Non JT members)
- a minimum of 2 weeks' notice is required for approval
- Tables and Chairs may be used on the Jungle House premises or borrowed for external use by Jungle Tots members only.
- the undersigned member will be held responsible for any damage or loss of tables & chairs.
- all equipment must be returned clean and in its original position.
- if used external to Jungle House, all equipment must be returned within three days of function.
- tables and chairs are located in the outside storage cupboard.
- keys can be collected from the Panaga Club Administration Office once this form is submitted and approved.
- For out of Office hours Key collection can be made at the Club Security Counter

Your booking is not confirmed until you receive confirmation from a Jungle Tots Committee Member that the equipment is available.

Requester's Signature: _____

Date: _____

Jungle Tots Committee Member's reply

- request confirmed
- request denied due to _____

Jungle Tots Committee Member

Date: _____

Name: _____ Signature: _____

Administration Office: Please email Jungletotspanaga@gmail.com to notify the committee of the request and obtain approval.