

TIMBERMILL

MEDIA LOAN REQUEST FORM

Thank you for your interest in *Timbermill Rentals*. We approve a set amount of 'media loan' discount requests per year in exchange for promotion and sponsorship. If you would like to apply, please complete and return the below form to rentals@timbermill.com.au.

~

1. Contact Details

#	
Business Name	
Contact Name	
Contact Number	
Contact Email	
ABN	
Website	
Facebook	
Instagram	
Pinterest	

2. Event Details

#	
What is the event?	
Who is it for?	
How is it being promoted?	

3. Media Loan Benefits

What will *Timbermill* receive for providing a discounted loan? Please fill in what is applicable to your event?

Summary of benefits to Timbermill?		

Sponsorship		
Prior to event		
	Will we be listed as an official sponsor of the event?	
	Please specify?	
	Will you require logo file? If so, which type?	
At event/post event		
	Will we be listed in promotional material?	
	Please specify?	
	Will Timbermill promotional material/collateral be required to hand out?	
	If so, what date will collateral be required to sponsor?	
Collateral		
Photographs		
	Date we will receive them?	
	Hi res?	Y/N
	How are we able to use them? (print, online only, advertising)	
Video		
	Date we will receive content?	
	How are we able to use content?	
Credit		
	Where will credits be seen?	

Social Media		
	How often? And on what platforms?	
Website		
	Blogpost? If so, will it link back to Timbermill?	
	Readership amount?	
Other		
	Please specify?	

Items Required

Please list **clearly** in your email application the following details:

- 1. Items & quantity required**
- 2. Dates required**

Event start date/time:

Event end date/time:

As per our terms and conditions, our standard rental time frame is four days. This allows for pickup one day earlier and return day after event. Any extensions to this must be prior approved.

- 3. Do you require delivery?**

Please note, Timbermill does not discount delivery charges in any circumstance as we use external contractors for this service. When you rent from us you can either pickup from our warehouse in Marrickville, NSW or we can arrange delivery for you.

- 4. If you would like delivery, please answer the following:**

Delivery address:

Delivery date:

Delivery time (we deliver in three (3) hour windows of 8am-11am, 11am-2pm, 2pm-5pm) please select:

Pickup date:

Pickup time (we pickup in three (3) hour windows of 8am-11am, 11am-2pm, 2pm-5pm) please select:

*All delivery details will be finalised once order is confirmed.

~

Thank you for completing the Timbermill media loan request form. If you have any questions please don't hesitate to contact rentals@timbermill.com.au

We will get back to you as soon as possible.

~

Credit card details will be taken as security and a \$100.00 bond will be taken. This will be refunded within 14 days of event. If the deliverables agreed on are not met Timbermill will charge the full hire rate to the client post event.

Please note that completion of this form does not guarantee a discounted loan rate. The contact/company of the media loan accepts all standard Timbermill Rentals terms and conditions in particular any any loss & damage charges, if applicable.

TIMBERMILL INTERNAL ONLY	
Approved by:	

TIMBERMILL INTERNAL ONLY	
Date:	
Discount Percentage:	
Reason:	