



COUNCIL RESOURCE BOOKING RECORD

HIRER / PERSON RESPONSIBLE FOR COLLECTION / RETURN OF ITEMS			
Requested by		Date Requested	
Contact Number		Function Date	
Function			
Collection Date		Return Date	

DETAILS OF RESOURCES BOOKED	QUANTITY / MISC

LOCATION SITE ITEMS TO BE COLLECTED FROM / RETURN TO	
Collection site:	Coorong Civic Centre, Taillem Bend
Returned to:	Coorong Civic Centre, Taillem Bend
NOTE	<i>Any items damaged/missing to be replaced.</i>

HIRER / PERSON RESPONSIBLE SIGNATORY	
<i>NB: By signing this form, you are acknowledging responsibility for the goods and any loss</i>	
Name: (PLEASE PRINT)	
Signature:	
Date:	

INTERNAL USE ONLY	
Check number of items taken and returned matches. Check all items are in good order,	
ITEMS COLLECTED (to be completed by employee issuing the items)	
Name: (PLEASE PRINT)	
Signature:	
Date:	
ITEMS RETURNED (to be completed by employee receiving the returned goods)	
Name: (PLEASE PRINT)	
Signature:	
Date:	