



## EQUIPMENT RENTAL FORM

✓	ITEM x Number of units (item code)		REMARKS
	Portable speaker set x ____ ( ) Include 2 wireless mic	Projector x ____ ( )	
	Wired mic x ____ ( )	Projector screen x ____ ( )	
	Instrument cable x ____ ( )	Mic / stand x ____ ( ) Speaker	
	PA system set x <u>1</u> . Include 6 wireless mics, 2 speakon speakers+stand		

### USER DETAILS

Name		Student/Staff ID	
Club / Department			
Contact Number		Email	
Event Title			
Event Venue			
Rental period (date, time)	Borrow:	Return:	

### TERMS AND CONDITIONS

- User shall pay a security deposit of **ONE HUNDRED RINGGIT (RM 100)** prior to receiving any equipment and at the time this Agreement is signed. This deposit shall be fully refunded once the equipment is returned to ECA office in good condition.
- User is responsible to check the condition of the equipment when collecting it. The user is to ensure that the equipment may only be used and operated in a careful and proper manner.
- The equipment shall be located at the location as stated in this agreement, and shall not be removed from that location without ECA officer's prior consent.
- User is responsible to pick up the equipment and to return it on the date as stated in this agreement.
- User is responsible to return the equipment under the witness of any ECA officers.
- User has no right to hand over the equipment to any other club or event within the rental period, **EXCEPT** the direct instructions of any ECA officers.
- In the event that the equipment is lost or destroyed, the User shall bear the cost for maintenance/repair.**

\*If the equipment is not repaired or replaced within the rental period, ECA office has the right to charge the club or event at **RM100/cable, RM300/microphone, RM1000/speaker, or compensate a new item in replacement.**

**By signing this agreement, I have read, understood and accept the terms and conditions of renting the equipment as stated in the agreement.**

Submitted by

Received and checked by

Name:

Date:

Name:

Date:

[OFFICE USE]

Return checked by

Name:

Date: