

# EXAM FURNITURE HIRE

EXAMINATIONS OFFICE  
STUDENT ADMINISTRATIVE SERVICES

## Desks

60cm x 50cm  
Green, wooden top, metal legs  
Cost: \$2.20 each

## Chairs

Green, plastic  
Cost: \$2.20 each

RM 553, WILLS BUILDING  
THE UNIVERSITY OF ADELAIDE  
SOUTH AUSTRALIA 5005

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[examinations@adelaide.edu.au](mailto:examinations@adelaide.edu.au)

The University of Adelaide offers the above furniture for hire at a cost of **\$2.20 per item** (including GST). Hire is subject to the following conditions:

- 1) **Availability** – we reserve the right not to hire out items when they are required for University examinations.
- 2) **Delivery** – The hirer agrees to arrange pickup and delivery at their expense, AND to return all items by the agreed date. **Contact Spotless** in Adelaide on 8313 5332 (phone/fax) or [workorder@spotless.com.au](mailto:workorder@spotless.com.au) to arrange the transport of items.
- 3) **Repair** – The hirer agrees to return the items in good condition (clean, working order). We reserve the right to recover from the hirer any costs for the repair or replacement of damaged items.
- 4) **Payment** – We will invoice the hirer. The hirer agrees to the hire fee and to make payment within the specified timeframe.
- 5) **Quantity** – The maximum number of tables and chairs normally available is 250. Please call the Examinations Officer if more are required.

Pick-up/Delivery Point: Underground car park, The University of Adelaide, North Terrace, Adelaide.  
Enquiries: Examinations Office, The University of Adelaide (08) 8313 5209

**To arrange hire, please complete the form below and FAX to (08) 8313 5550 or email [examinations@adelaide.edu.au](mailto:examinations@adelaide.edu.au)**

## EXAM FURNITURE HIRE AGREEMENT

### HIRER to complete

Event Name:	Organisation:
Contact Name:	Telephone:
Email:	Fax:
Qty Desks:	Pick up Date & Time:
Qty Chairs:	Return Date & Time:
Signature:	Date:
Venue of Event:	
Billing Address:	
Notes:	

### EXAMINATIONS OFFICE (The University of Adelaide) to complete

Confirm Availability:		
Charge:		
Notes:		
Contact Name:		
Authorising Officer:	Signature:	Date: