

# EXAM FURNITURE HIRE



EXAMINATIONS OFFICE  
STUDENT ADMINISTRATIVE SERVICES

RM 553, WILLS BUILDING  
THE UNIVERSITY OF ADELAIDE  
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## Desks

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

## Chairs

Green, plastic  
Cost: \$2.20 each

The University of Adelaide's Examinations Office 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** – The Examinations Office reserves the right not to hire out items when they are required for University examinations.
- 2) **Delivery** – The hirer agrees to arrange pick up and delivery at their expense, AND to return all items by the agreed date. **Contact Spotless** in Adelaide on 8303 5332 (phone/fax) to arrange the transport of items.
- 3) **Repair** – The hirer agrees to return the items in good condition (clean, working order). The University reserves the right to recover from the hirer any costs for the repair or replacement of damaged items.
- 4) **Payment** – The University of Adelaide 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) 8303 5209

*To arrange hire, please complete the form below and FAX to (08) 8303 5550*

## EXAM FURNITURE HIRE AGREEMENT

**HIRER to complete**

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

**EXAMINATIONS OFFICE (The University of Adelaide) to complete and fax to hirer**

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