

Biathlon Australia

Equipment Booking Form

The equipment booking form needs to be completed in advance of any piece of equipment be made available to the borrower. The booking form needs to be signed by both the authorised officer and the individual borrowing the equipment. Authorisation can be done via email with a copy of the authorisation email pasted into the document below.

|  |  |  |
| --- | --- | --- |
| Borrower Details | | |
| Borrower Name |  | |
| Borrower Address |  | |
| Borrower Phone Number |  | |
| If borrowing a rifle, will the rifle be stored in a legally compliant gun safe Yes|No | |  |

|  |  |
| --- | --- |
| Equipment Details | |
| Equipment Description |  |
| Equipment Serial Number |  |
| Equipment Storage Location |  |
| Equipment Damage Detail |  |

|  |  |
| --- | --- |
| Borrowing Details | |
| Pickup Date |  |
| Return Date |  |
| Return Location |  |
| Authorised by***1*** |  |

**1**: Any equipment to be borrowed needs to be authorised by a member of the Facilities and Assets Sub-Committee or the Executive Officer.

|  |  |
| --- | --- |
| Signature  Authorised Officer | Signature  Equipment Borrower |