



MOTORCYCLING NSW LIMITED
Location: 9 Parkes Street, Harris Park, NSW
Postal: PO Box 9172, Harris Park, NSW, 2150
p: (02) 9635 9177 f: (02) 9635 5277

ACN 096 875 526 ABN 20 096 875 526



Memorandum

TO : **Clubs and Private Promoters**

FROM : **Angela Ellsmore**

DATE : **10 January 2011**

SUBJECT : **Equipment Hire**

Now that the 2011 Open calendar has been released (see website) if you wish to hire transponders we request you complete the form below and return it to the MNSW Office as soon as possible as the first forms received will take priority. (Please note some conditions/exclusions may apply)

As per previous years we will do everything to ensure that our users have access to the system for all their rounds, but as I am sure you can understand, I cannot guarantee it until all requests are locked in.

If dates are available, by completing the attached form we can confirm that we have received your request.

Please note – For any bookings that are cancelled within one calendar month (date to date), the hirer will be charged a \$250.00 fee. This fee has been introduced to reduce the disadvantage to other prospective hirers who may be disadvantaged if supply is short/ not available.

Further, if for any reason transponders are hired and not utilised, the hire fee will stand. There will be no discount for unused equipment. It is the hirers' responsibility to ensure the use of goods and that only the amount required is hired.

Final numbers for bookings are due in one week before the date of the equipment leaving the office. No amendments will be taken after this time. If a shortfall occurs, or alternatively, if the numbers are too great the fees will remain. All changes **MUST** be in writing to admin@motorcycling.com.au.

Please do not hesitate to contact the office if you require further information.



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Please Write Clearly!

Hirer:

Contact Name:

Contact Number:

Invoice Name and Address:

Post Code:

E-mail Address:

TRANSPONDERS

Date	Event	Location	Est. Qty	Discipline

RADIOS

Date	Event	Location	Est. Qty	Discipline