



**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**

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**FROM : Angela Ellsmore**

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**DATE : 19 December 2012**

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**SUBJECT : Equipment Hire**

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Now that the 2013 Open calendar has been released, any club or promoter wishing to hire transponders are requested to complete the form below and return it to the Motorcycling NSW 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 make every effort 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 14 days of the event, 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 by virtue of the original hire.

Further, please be advised that it is the responsibility of the hirer to ensure that the correct numbers of transponders are hired for their event. If more than the required amount of transponders are confirmed and taken but are not utilised, the cost for the full hire (including the unused portion of equipment) will be charged. There will be no discount for unused equipment.

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](mailto: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