

# ASA Equipment Sign Out Form

**Disclaimer:** You are responsible for the safe return of any equipment you borrow/hire from the ASA and will be charged for any damages or expenses incurred while you have the equipment signed out.

Club: .....

Full Name: .....

### Contact Details

Phone: ..... Email: .....

### Equipment Taken

Equipment	Taken (✓)	Returned (✓)	Equipment	Taken (✓)	Returned (✓)
BBQ			Mic stand		
White board			Mic		
Banner			Aux cable		
Lectern			Speaker		
Extension Cable			Clipboard		
Urn			HDMI cable		
Chalkboard			VGA cable		
Banner					
Trolley					
Marquee					
Trestle table					

**Out Date:**..... **Out Time:** .....

**ASA Sign:**..... **You Sign:** .....

**Bond Paid:** .....

Returning Items	
<b>In Date:</b>	<b>In Time:</b>
<b>ASA Sign:</b>	<b>You Sign:</b>
<b>Bond Returned:</b>	