

## DBSA BOAT & EQUIPMENT BOOKING REQUEST FORM



CLUB & EVENT DETAILS				
<b>Club:</b>				
<b>Contact person:</b>				
<b>Email:</b>		<b>Phone:</b>		
<b>Activity venue:</b>				
<b>Activity booked for:</b> <i>(detail user)</i>				
<b>Purpose:</b> <i>(detail activity)</i>				
<b>Event type:</b>	<input type="checkbox"/>	Come & Try	<input type="checkbox"/>	Corporate
	<input type="checkbox"/>	School	<input type="checkbox"/>	Other _____
<b>Event Date/s:</b>	<b>From:</b>		<b>To:</b>	
<b>Booking time/s:</b>	<b>From:</b>		<b>To:</b>	
<b>No. of Participants:</b>				
<b>Further details:</b>				

EQUIPMENT REQUESTED						
<b>No. of Boats:</b>	<input type="checkbox"/> 10s	Qty:		<input type="checkbox"/> 20s	Qty:	
<b>No. of Paddles:</b>			<b>No. of PFDs:</b>			
<b>DBSA trailer:</b>	<input type="checkbox"/> Yes			<input type="checkbox"/> No		
<b>Equipment taken from:</b>	<input type="checkbox"/> Boatshed	<input type="checkbox"/> The Sailing Club	<input type="checkbox"/> Torrens	<input type="checkbox"/> Caravan		
<b>Equipment taken date:</b>			<b>Equipment return date:</b>			
<b>Further details:</b>						

ADMIN PROCESS					
<b>Are you charging the user for the event?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>Is this activity part of any grant funding received?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>Date submitted to DBSA:</b>					
<b>DBSA approval:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		<b>Date:</b>	

**Note:**

- Request form to be completed at least four weeks before (if possible) to [info@dragonboatsa.com](mailto:info@dragonboatsa.com).
- Applicants must abide by Policy #06 – Use of DBSA Assets and Policy #25 – Paddling Event
- The request form is to be lodged and approval given in writing by DBSA prior to the equipment being taken.