

# Hay Shire Council Policy



<b>Title of Policy</b>	Community Equipment Hire	
<b>This applies to</b>	All Eligible Hirers	
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<b>Position of Author</b>	General Manager	<b>Authorised by:</b> Council
<b>Legislation, Australian Standards, Code of Practice.</b>	Local Government Act 1993	
<b>Related Policies/Procedures</b>	Community Equipment Hire Procedures Special Events Policy	
<b>Attachments</b>		
<b>Aim</b>		
<b>Version</b>	<b>Details</b>	<b>Date</b>
Version 1	Initial Issue	24 <sup>th</sup> April 2018
<b>Superseded Policies</b>		
<b>The Policy</b>		

## PURPOSE

Hay Shire Council maintains a number of community facilities (Movie Trailer, Community Events Trailer, PA (Public Address) System & Shade Gazebos) that it makes available for the community to use. The purpose of this policy is to:

- Identify conditions under which Council is prepared to hire out Hay Shire Council Community Equipment; and
- Clearly define hirers' obligations and to provide a clear understanding of their responsibilities when hiring Hay Shire Council Community Equipment.
- Outline how the community can access these facilities and the general conditions under which they are available.

This policy also states Council's commitment to ensuring that a consistent and transparent approach is undertaken when hiring Council amusement facilities to the community, and considers the needs of the intended hirer, other facility users and the wider Hay Shire community.

This policy will be reviewed as necessary by Council or the General Manager

## SCOPE

This policy applies to eligible Organisations or persons that hire or use Hay Shire Council Community Equipment.

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# POLICY

## 1. General

Hay Shire Council will be guided by the following principles when determining hire approvals:

- Consistency in the treatment of Community Equipment
- Public Address Systems, Shade Gazebos, Events trailer and Movie Trailer shall only be loaned to non-commercial hirers that are based within the Hay Shire Area for community events.
- Hay Shire Council will hire suitable Public Address Systems, Shade Gazebos, Movie Trailer and Events Trailer equipment to private/individuals who complete the necessary application forms and pay the designated fee plus a bond.
- Preference will be given to community groups for the use of the equipment
- Council will not hire community equipment to Commercial hirers
- Responsibilities must be clearly developed in conjunction with user groups and communicated at appropriate times (e.g. at AGM to new Office Bearers)

## 2. Fees and Charges

As part of its community service strategy of promoting events and activities, Council will not impose a fee for the use of, the Movie Trailer, Shade Gazebos or PA Systems when used to support a community event.

Where the events trailer is used to support a Council service such or activity such as hall amenities for private purposes a reduced fee may apply.

Where Community Equipment is used for private purposes such as for birthdays, weddings, or a family celebration a fee will be imposed as prescribed in the revenue policy. It is proposed prior to the adoption of the 2018/2019 fees and charges that the following interim fees will apply when used for private purposes.

Movie Trailer	\$100 per day
Events Trailer	\$100 per day
Events Trailer	\$75 per day (when used with another Council facility)
Shade Gazebos	\$100 per day
PA system	\$50 per day
Bond	\$200

## 3. Insurance

All Community Organisations that wish to use the Community Equipment must have Public Liability Insurance Cover. Organisations must be covered for a minimum of \$10 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Organisation arising out of or in relation to allocation of an Community Equipment. A copy of the certificate of currency must be attached to the application. Private hirers of the Community equipment must sign the hire conditions of use.

The Hirer must not do or leave undone or permit to be done anything, which might affect Council insurance policies relating to fire or public risk at the venue.

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The Hirer must indemnify Council to the extent that those policies are affected by any failure to comply with this obligation.

Workers compensation, Personal Accident, Theft or Breakages insurances will be the responsibility of the Hirer.

In addition the Hirer must indemnify the Council against all demands, claims, suits and actions which may arise from injury, death or damage caused to any person or property by the setting provided by the Hirer.

#### **4. Community Equipment User Applications**

Community Equipment Hire Applications will be implemented by the Council for all short and long term bookings. These applications document the agreed times and usage as well as noting the conditions applicable for use. Only an Organisation's President, Secretary or authorised delegate can sign the Facility Use Application on behalf of the club or Organisation. Private use must be signed by the applicant.

The General Manager may delegate responsibility for approving Community Equipment Hire Applications to a Council Officer for processing on the Council's behalf.

#### **5. Conditions of Use**

##### **5.1 Collection**

Council will arrange delivery and collection of equipment unless other arrangements are agreed to at application

##### **5.2 Sub-letting of Equipment**

No organisation shall sub-let any part of the equipment during the allocated period. Non-compliance may result in the Council withdrawing the allocation.

##### **5.3 Cleaning**

Organisations are responsible for cleaning of all equipment prior to it being returned to Hay Shire Council, it must be cleaned and maintained in a state suitable for use by all clubs and organisations, incumbent clubs and any community group that use the facilities. Missing or damaged equipment found must be reported upon returning to Hay Shire Council, so replacement equipment can be arranged. The cost of any damage caused to the trailers, fittings and equipment, will be payable by the Hirer whose responsibility it is to ensure the safety of Council property during the period of hire.

#### **6. Cancellation or Refusal**

Council reserves the right to refuse an application for hire, or to cancel any reservation already made and to refund hire and bond payments. Council will endeavor to provide reasonable notice when a booking is cancelled. Council may cancel a booking if:

- Council becomes aware that any event, goods or service proposed by the hirer is/are objectionable, dangerous, prohibited by law, pose a safety threat, or inappropriate impact on local residents,

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- The equipment is required for Council functions or Municipal, State or Federal elections,
- Maintenance or repairs are being carried out on the equipment,
- Any other unforeseeable event or situation that may render the equipment unfit or unavailable for use.

## 7. Programs/activities involving Children

It is the responsibility of the user or using group to comply with the Child Protection (Working with Children) Act 2012.

## 8. Definitions

### Community Equipment

The following is the range of HSC Community Equipment that is available for hire or use by the community:

- Community Movie Trailer
- Community Events Trailer
- Shade Gazebos 2 x 6x3m
- Portable PA System

### Commercial Hirers

Are defined as those who undertake activities for the purpose of generating a profit, which is then distributed to individual members.

### Non-Commercial Hirers

**Community Groups:** Groups who meet for the purpose of providing a service for the benefit of the community.

**Not-For-Profit Groups:** An organisation not seeking profit and which does not disperse excess income to its members in the form of dividends or otherwise

### Private/Individual Hirers

Those who undertake activities for the purpose of private events and activities such as wedding or birthdays may on application hire the events trailer.

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