

# Council Equipment Hire

## Information, Guidelines & Form



Council can hire equipment to community groups/local businesses and individuals for events, festivals, carnivals etc. Council owned vehicles, machinery and mechanical equipment is not available for hire.

Council does not supply bins. Please contact the Fleurieu Regional Waste Authority (FRWA) via telephone (08) 8555 0970, email [admin@frwa.com.au](mailto:admin@frwa.com.au) or the [FRWA](http://frwa.com.au) website.

The type of equipment hired determines the terms and conditions of hire. The hirer is responsible for any damages, theft or loss to items hired.

The hire of Council's equipment will be considered in accordance with Council Policies, By-Laws, Legislation or Work Health Safety (WHS) requirements. Proof of identity may be required on application and all hirers must be aged 18 years and over.

Hirers must have Public Liability Insurance (minimum \$10,000,000) and provide a copy of the Certificate of Currency at the time of application. Alexandrina Council (including staff, agents or contractors) will not be responsible in respect to injury, property damage or liability while the equipment is in the care and control of the hirer.

This completed form must be submitted and hire fees and the bond must be paid no later than 5 working days prior to the activity date or the booking may be cancelled. **A copy of the respective receipt must be produced at the time of collection of infrastructure.**

Upon return of the equipment in a condition acceptable to Council, the Bond will be refunded within 14 working days by Electronic Funds Transfer (EFT) only, and account details must be provided on this form.

All equipment must be collected and returned during normal Council business hours.

### General Equipment Terms and Conditions

- The hirer must notify Council immediately of the cancellation of the activity.
- The equipment is for use within the Alexandrina Council region only.
- The equipment must be secure at all times and suitable supervision and protection of equipment must be in place.
- Council retains full rights of justification and costing of any damage, and subsequent charges in relation to such damage.

### Art Screen - Terms and Conditions

Wooden display screens suitable for hanging art works are available for hire. Two sizes are available;

- 2.2m (h) x 1.5m (w) maximum 45 screens and 2.2m (h) x 1.85m (w) maximum 17 screens.

In addition to the above conditions:

- Collection, installation, dismantling and returning is the responsibility of the hirer. Hirers must provide a minimum of 2 able bodied persons to pick-up, install and return screens to storage. Suitable transportation i.e. trailer, van or truck must be used to move the screens, and all costs are the responsibility of the hirer
- The screens must not be installed in a location or on a surface that is deemed by Council to be unsafe, inappropriate or contrary to the Council's WHS Policies.
- The screens must always be used in a location, and transported under a weather proof cover unless otherwise authorised.
- The screens must be returned in a condition acceptable to Council and retains full rights of justification and costing of any damage, and subsequent charges in relation to such damage. The replacement fee for missing or damaged art screens is \$150 per screen, minor damage and/or a cleaning fee is \$50 per screen.

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### Kondoli - Terms and Conditions

Kondoli is a magnificent inflatable storytelling space primarily for Ngarrindjeri storytelling in the Alexandrina Council region. Applications can be made for use at schools, community events and cultural activities which promote Aboriginal heritage or literacy in other areas of South Australia. Kondoli is not a play space.

- Discussion with Customer Service staff must be held prior to hire.
- Hirers must provide a minimum of 2 able bodied persons to collect, install and return to Council.
- Council approved transportation i.e. trailer, van or truck must be used and all costs are the responsibility of the hirer.
- Council retains full rights of justification and costing of any damage, and subsequent charges in relation to such damage.

### Market Umbrellas - Terms and Conditions

Colourful, artistically painted market umbrellas are available for use for various activities.

- The umbrellas are installed into 25kg bases. Hirers are responsible for checking weather conditions, particularly wind warnings and must ensure the umbrellas are correctly secured into the bases.
- Costs for the transportation of the umbrellas are the responsibility of the hirer.
- Council retains full rights of justification and costing of any damage, and subsequent charges in relation to such damage.

### Applicant Details

Name of organisation:

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Contact person:

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Email address:

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Postal address:

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Telephone:

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Fax number:

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Mobile telephone:

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I/we are (please tick whichever applies)

☐ a voluntary organisation

☐ a non-profit organisation

☐ a community group/organisation

☐ a local business

☐ other

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### For what purpose will the equipment be used?

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Activity name:  
 Location of activity:  
 Activity start date:  
 Activity completion date:  
 Equipment collection and return date:


Item	Quantity	Collected & Returned by User	Supply and Install by Council	Sub Total \$
Community Events Signs (\$100 bond)		N/A	\$340	
Flagging or Bunting (max 200m each - \$100 bond)		No charge	\$450 up to 200m	
Star Droppers (max 50 - \$100 bond)		No charge	POA	
Witches Hats or Bollards (max 20 each - \$100 bond) not for use on roads, verges or footpaths		No charge	N/A	
Shelter Tents 3m x 3m (max 2 - \$500 bond)		N/A	\$500	
(Reserve Name) ..... Reserve/Park Power Supply		N/A	POA	
Neighbour Reserve Portable Power Supply		N/A	\$220	
Art Screens 2.2m (h) x 1.5m (w) (max 45 - \$100 bond)		No charge	N/A	
Art Screens 2.2m (h) x 1.85m (w) (max 17 - \$100 bond)		No charge	N/A	
Kondoli – (\$250 bond)		No charge	Consultation with staff required	
12 Market Umbrellas – (The hirer's own Council approved transportation must be arranged – \$250 bond)		No charge	Consultation with staff required	
Refundable Bond of <b>\$100, \$250 or \$500</b> (to be paid by all hirers including where hire fee has been waived)				
			Hire Fees	
			Bond	
			<b>TOTAL</b>	

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Name and  
Signature:

Date:

Current Public Liability Insurance Certificate: Yes:

☐

No:

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### Bond Refund

Refund of bonds will only be made using Electronic Funds Transfer (EFT) to this nominated account:

BSB:

Account number:

Account name:

### Please forward application to:

Alexandrina Council, PO Box 21, GOOLWA SA 5214 or email [alex@alexandrina.sa.gov.au](mailto:alex@alexandrina.sa.gov.au)

Enquiries: Telephone (08) 8555 7000 or email [alex@alexandrina.sa.gov.au](mailto:alex@alexandrina.sa.gov.au)

### Office Use Only:

Details of any repairs or replacement of equipment or art screens from damage during hire period (to be charged to hirer or taken from bond):

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\* Please cc all areas, including Information Management, Engineering Services, Finance, Events and Customer Services etc.

Job Number/Cost Code:

Office Use:	ACCOUNTS:	(Not including approved grants and donations) Signs: 612905 / 500 / 6130 Other: 612949 / 500 / 6130 Community Events: 630602 / 500 / 6130 Bonds: 9040240
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CALENDAR BOOKINGS:	All Public Folders \ Bookings \ Equipment \ Supply of Council Infrastructure
DONATIONS:	If equipment hire is an approved Community Donation (by Council decision) please cost to 314603
GRANTS:	If equipment hire is an approved 'in-kind' cost as part of a Grant Funding Agreement for an Event or other activity, please contact the appropriate Grant Administration Officer for cost codes.