

Policy

Title: City of Hobart Events Equipment Hire

Category: Community Services and Events

Date Last Adopted: 23 November 2020

1. Objectives

This policy addresses conditions regarding the hire of equipment managed by the Community Life Division as listed in the annual City of Hobart Fees and Charges Booklet. The policy applies to City of Hobart employees as well as the general public.

2. Background

The City of Hobart has event equipment available for hire to internal and external clients to allow the City to gain revenue from equipment not in use during non-event periods.

3. Policy

Event related equipment may be hired to external organisations under the following conditions:

Equipment Availability

Priority will be given to the use of equipment for City staged events and activities.

Application for hire and approval

1. All equipment hire decisions are at the discretion of the City of Hobart and the City of Hobart reserves the right to refuse hire of this equipment without providing a reason.
2. In order to be approved for hire, a hirer can be required to demonstrate that :
 - (i) The equipment will be used in a professional context that is compliant with Australian Commonwealth, State legislation and City of Hobart policies or conditions of use; posing no undue health, safety or security risk to the City of Hobart, associated staff and attendees.

- (ii) The equipment will be appropriately treated, maintained and not damaged by the hirer.
 - (iii) All paperwork has been adequately filled out and returned to the City of Hobart officer.
- 3. Prior to approval of the hire application the City of Hobart will give consideration to credit history and any outstanding debts the applicant has.
- 4. Prior to approval of the hire application the City of Hobart will give consideration to any damage and/or poor treatment of hire equipment in any previous hire agreement made with the applicant.
- 5. Should any hired equipment be lost or damaged whilst on hire, the borrower will be liable for the full replacement costs as per the hire agreement.

City of Hobart Supported Events

- 6. Grant or Sponsorship recipients who receive a cash grant as part of their in-kind support or event booking can use the equipment subject to the terms of hire of the equipment in addition to any terms set out in the Grant or Sponsorship agreement. Costs not directly outlined in their grant application, or extra costs incurred during the hire are excluded from the Grant or Sponsorship support and will need to be met by the borrower, unless the Grant or Sponsorship Agreement specifically allows for this.

Endorsement

- 7. Hire of City of Hobart equipment does not constitute an endorsement of an event.

Termination of Hire

- 8. The City of Hobart reserves the right to terminate bookings prior to, or during, the period specified for the hire without providing a reason.
- 9. Termination of hire will be effective immediately where the hirer is damaging or has damaged, or is likely to damage or is misusing or has misused, City of Hobart equipment.
- 10. If it is endangering, or is likely to endanger, the health or safety of event personnel or attendees or other persons.
- 11. Is in contravention of any applicable federal or state legislation or any City of Hobart by-laws, rules or policies.

Exclusion from Hire

- 12. The City of Hobart may exclude from hire at any time any equipment which may present a conflict of interest to City of Hobart operations.

4. Legislation, Terminology and References

City of Hobart refers to the City of Hobart.

Event equipment means any and all equipment and objects managed by the Community Life Division.

External client means an individual, entity, or group hiring City of Hobart Events equipment or services and having no contractual or internal arrangements with the Community Life Division.

Hire means an arrangement for the use of Community Life Division facilities which is outside the scope of normal scheduled use.

Internal client means an individual or group directly associated with City of Hobart through contractual or internal arrangements.

Supported event means an event approved as fully or partially supported by the City of Hobart.

Booking means a reservation of a particular space or equipment owned by the Community Life Division.

Responsible Officer:	Director Community Life
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