

Policy

Title: Events & Salamanca Market - Equipment Hire Policy

Category: Community Services and Events

Date Last Adopted: 23 May 2016

1. Objectives

This policy addresses conditions regarding the hire of equipment managed by the Events and Salamanca Market Unit 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 related equipment available for hire to internal and external clients to allow Council to gain revenue from equipment not in use during the non-event period.

3. Policy

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

Application for Hire

1. Equipment required for The Taste of Tasmania will not be available between 1 September and 12 January annually due to the proximity of the hire to the use of equipment at The Taste of Tasmania.

Approval

2. 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 proving any reason.
3. In order to be approved for hire, a hirer can be required to demonstrate that the hire is:

- (i) Consistent with the quality and professional nature of activities expected in a City of Hobart setting;
 - (ii) In keeping with the City of Hobart's position within the community;
 - (iii) Poses no undue security risk to City of Hobart, staff, or attendees;
 - (iv) Does not contravene any Commonwealth or State legislation or any City of Hobart rules or policies; and
 - (v) Meets any conditions that may be set by the City of Hobart in relation to the hire.
4. Prior to approval of the hire application the Manager Events and Salamanca Market will give consideration to credit history and any outstanding debts the applicant has.
 5. Prior to approval of the hire application the Manager Events and Salamanca Market will give consideration to any damage and/or poor treatment of hire equipment in any previous hire agreement made with the applicant.
 6. Should any hired equipment be lost or damaged whilst on hire, the borrower will be liable for the full replacement costs.

City of Hobart Sponsored Events

7. Grant or Sponsorship recipients who receive equipment as part of their in-kind support 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. Transport and repairs to hired equipment is excluded from the Grant or Sponsorship support.

Endorsement

8. Hire of City of Hobart facilities does not constitute an endorsement of an event.

Termination of Hire

9. The City of Hobart reserves the right to terminate bookings prior to, or during, the period specified for the hire.
10. Termination of hire will generally occur where the hirer is damaging or has damaged, or is likely to damage, City of Hobart equipment; or
11. Is endangering, or is likely to endanger, the health or safety of event personnel or attendees or other persons; or
12. Is in contravention of any applicable Commonwealth or State legislation or any City of Hobart statutes, rules or policies.

Exclusion from Hire

13. The City of Hobart may exclude from hire 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.

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

Hire means an arrangement for the use of Events and Salamanca Market 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.

Sponsored event means an event approved as fully or partially sponsored by the City of Hobart.

Booking means a reservation of a particular space or equipment owned by Events and Salamanca Market Unit.

Responsible Officer:	Director Community Development
Policy first adopted by the Council:	23/5/2016
History	
Next Review Date:	May 2017