

CITY OF HOBART  
EVENT EQUIPMENT HIRE

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# GUIDELINES & CATALOGUE



City of **HOBART**

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## INTRODUCTION

The City of Hobart has a variety of equipment available for event organisers and community groups to hire for their public or private event (subject to availability).

One of two hire rates will be applicable to your equipment hire, the community/NFP rate or the commercial rate. A community/not-for-profit organisation is defined as an organisation that does not directly operate for the profit or gain of its owners, members, or shareholders, either directly or indirectly. You will be asked to provide your ABN, entity name and charity type (if applicable).

The commercial rate is for events that are organised by for-profit organisations and businesses.

The City of Hobart offers a grants program that you may be eligible to apply for to receive either cash or in-kind support for your event. Further information regarding this program can be found on our Event Grants webpage at <https://www.hobartcity.com.au/Community/Grants-and-funding/Event-Grants>

All pricing is set at competitive rates and takes into account maintenance, repairs and administrative costs.

## IMPORTANT INFORMATION:

- If the City of Hobart transports the equipment, the cost for this service is additional to the Hire Fee and can only be determined after the equipment has been returned.
- Hirers are to ensure that there is a place at the event site to safely unload/store equipment.
- Any required changes to hires must be advised asap. Depending on the change and availability of transport, some changes may not be fulfilled.
- A \$150 non-refundable cancellation fee applies to equipment hires that are cancelled within 72 hours (3 days) of the hire date.
- For hires cancelled within 24 hours of the hire date, a \$150 service fee or 50% of the total hire fee will apply (whichever is greater).
- It is at the discretion of the City of Hobart to waive the cancellation fee.
- A refundable bond of 25% of the total hire fee (excluding transport) may be applied to hires.
- Condition reports will be conducted pre and post event.
- Equipment can only be collected and returned during normal business hours. There is no capacity for weekend or public holiday collections or returns.
- For safety reasons, please ensure appropriate closed footwear is worn when collecting and returning equipment. If open footwear (such as thongs or sandals) are worn when collecting equipment, you may be refused collection until appropriate footwear is worn.

## TABLE AND BENCH SETS



Table and bench sets in stillage storage.



Table and bench set-up.

<b>Minimum Hire</b>	20 table sets (one stillage) minimum per hire, minimum 7-day hire	
<b>Hire Fee</b>	Community/Not-for-Profit: • \$40.82 (ex GST) per unit, per week	Commercial: • \$42.73 (ex GST) per unit, per week
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Transport is organised through the City of Hobart transport team and the cost for this is additional to the Hire Fee.</li> <li>• The cost of transport depends on the location and logistics of the hire, and therefore cannot be determined until after the equipment has been returned.</li> </ul>	
<b>Other Notes</b>	<ul style="list-style-type: none"> <li>• A forklift is required at the event location to unload tables from the truck (a pallet jack will not lift the stillages). Please let us know if you need help organising a forklift, or if a HIAB truck is required at the drop-off site.</li> <li>• Tables must be returned in the same condition as at delivery. Additional charges will result if tables and benches require repair or cleaning.</li> <li>• Tables are only available in sets of 20.</li> <li>• Table dimensions are 70cm x 200cm.</li> <li>• Included in your hire will be tables with 2 benches per table and 2 metal bases per table.</li> <li>• Maximum number of table and benches is 300, subject to availability.</li> </ul>	

# BEAN BAGS



A selection of our vinyl bean bags.



12 bean bags under a cargo net in a large ute tray.

<b>Minimum Hire</b>	20 bags minimum per hire, minimum 7-day hire	
<b>Hire Fee</b>	Community/Not-for-Profit: • \$12.64 (ex GST) per unit, per week	Commercial: • \$13.64 (ex GST) per unit, per week
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Transport of 60 or more bean bags in a shipping container is done by the City of Hobart transport team.</li> <li>• Transport of less than 60 bean bags is done by the Hirer.</li> <li>• A 3-tonne box truck can take approximately 60 bean bags.</li> <li>• A van can take 15 to 20 bean bags, depending on the size.</li> <li>• A ute can take 10 to 12 bean bags, depending on the tray size.</li> <li>• All bean bags collected must be secured appropriately with a cargo net or straps before leaving the storage area.</li> </ul>	
<b>Other Notes</b>	<ul style="list-style-type: none"> <li>• Bean bags must be returned in the same condition as at collection/delivery. Additional charges will result if bean bags require repair or cleaning.</li> <li>• Bean bags measure 120cm high and 100cm wide at the base. Approximately 180 litres in volume.</li> <li>• If hire includes the shipping container, enough space is required at the event site to place and pick up a 6m shipping container. The Hirer is to supply a padlock to secure the container.</li> <li>• Maximum number of bean bags is 200, subject to availability.</li> </ul>	

# UMBRELLAS



Umbrella in a weighted box.

<b>Minimum Hire</b>	1 umbrella minimum per hire, minimum 7-day hire	
<b>Hire Fee</b>	Community/Not-for-Profit: • \$121.82 (ex GST) per unit per week	Commercial: • \$126.36 (ex GST) per unit per week
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Transport is done by the City of Hobart transport team if there are no power lines and other infrastructure enroute to the event location.</li> </ul>	
<b>Other Notes</b>	<ul style="list-style-type: none"> <li>• Umbrellas must be returned in the same condition as at delivery. Additional charges will result if umbrellas require repair or cleaning.</li> <li>• The umbrellas are 3.8m wide and 3.8m deep.</li> <li>• The umbrellas are manufacturer rated to stand in 100km per hour winds.</li> <li>• Maximum number of umbrellas in weighted boxes is 13, subject to availability.</li> </ul>	



# STAINLESS STEEL BENCHES



Benches in use

<b>Minimum Hire</b>	4 benches minimum per hire, minimum 7-day hire	
<b>Hire Fee</b>	Community/Not for Profit: • \$69.09 (ex GST) per unit per week	Commercial: • \$73.64 (ex GST) per panel per week
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Transport is organised through the City of Hobart transport team and the cost for this is additional to the Hire Fee.</li> <li>• The cost of transport depends on the location and logistics of the hire, and therefore cannot be determined until after the equipment has been returned.</li> </ul>	
<b>Other Notes</b>	<ul style="list-style-type: none"> <li>• Equipment must be returned in the same condition as at delivery. Additional charges will result if benches require repair or cleaning.</li> <li>• The benches are 1.8m long.</li> <li>• The benches are only suited to use in cooking and kitchen applications.</li> <li>• Maximum number of benches is 25, subject to availability.</li> </ul>	

# FILTERED WATER STATIONS



Benches in use

<b>Minimum Hire</b>	1 station minimum per hire, minimum 7-day hire	
<b>Hire Fee</b>	Community/Not for Profit: • \$100.91 (ex GST) per station, per week	Commercial: • \$105.45 (ex GST) per station, per week
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Transport and installation is done by Howrah Plumbing.</li> <li>• Please contact Ian Blaauw on (03) 6244 7022 or 0409 152 488 or via email <a href="mailto:ian.blaauw@howrahplumbing.com.au">ian.blaauw@howrahplumbing.com.au</a></li> </ul>	
<b>Other Notes</b>	<ul style="list-style-type: none"> <li>• The water stations are suited to use on standard water outlets, such as garden taps.</li> <li>• They must be installed and removed by Howrah Plumbing.</li> <li>• Equipment must be returned in the same condition as at delivery. Additional charges will result if stations require repair or cleaning.</li> <li>• Maximum number of stations is 4, subject to availability.</li> </ul>	



# BIN LIDS



Bin lids set up at an event

<b>Minimum Hire</b>	10 lids minimum per hire, minimum 7-day hire	
<b>Hire Fee</b>	Community/Not for Profit: • \$12.64 (ex GST) per lid, per week	Commercial: • \$14.55 (ex GST) per lid, per week
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Transport of 20 or more lids is done by the City of Hobart transport team.</li> <li>• Transport of less than 20 bean bags is done by the Hirer. Collection and return is to be done using a suitable vehicle, such as a ute or small truck.</li> </ul>	
<b>Other Notes</b>	<ul style="list-style-type: none"> <li>• Equipment must be returned in the same condition as at collection/delivery. Additional charges will result if lids require repair or cleaning.</li> <li>• The lids are only suited for use on Sulo 240-litre bins.</li> <li>• Maximum number of lids of each type is 40, subject to availability.</li> </ul>	