

Community BBQ Trailer Application Form

Application form to be completed by an Authorised Person of the hiring Organisation
Following receipt of the application you will be contacted by email to confirm availability and arrange payment

Email to: council@hrcc.vic.gov.au

Post to: Horsham Rural City Council, PO Box 511, Horsham 3402 or

Deliver to: Customer Service, Civic Centre, 18 Roberts Avenue, Horsham 3400 (☎ 5382 9777)

Name of Organisation: _____

Hirer/Authorised Person: _____

Position: _____

Email Address: _____

Address: _____

Phone: _____ Mobile: _____

Driver's Licence Number: _____

(To ensure the security of the community BBQ trailer, before any booking is confirmed the hirer is required to present their driver's licence at time of payment)

We are a (please tick) ☐ not for profit community organisation ☐ commercial organisation

Purpose of Use: _____

The BBQ will be picked up on _____ (date) at approx _____ (time)

The BBQ will be returned on _____ (date) at approx _____ (time)

\$30 per day/night or \$40 per weekend including GST **Total amount due: \$ _____**

I have read the Community BBQ Trailer Policy and accept the conditions of use contained within the policy and as detailed overleaf and will ensure that the trailer is returned in a clean and tidy state in accordance with all conditions.

Signature of Hirer/Authorised Person: _____

OFFICE USE ONLY

Driver's Licence has been sighted and checked

The BBQ has been reserved on the Calendar system

Original receipt to customer

Receipt type: **270**

Message on receipt to read: **Community BBQ Trailer booked from (date) to (date)**

Receipt number

Staff member's signature:

Community BBQ Trailer Conditions of Use

1. All hirers may must read and comply with the Community BBQ Trailer Policy and these conditions of use.
2. The trailer may not be on-hired to any other group or individual.
3. The trailer and accessories must be returned in an undamaged, clean and tidy condition. Failure to do so will result in additional costs to the relevant group and may jeopardise future bookings. Penalties may be charged.
4. Any damage, repairs or faults need to be reported to the Fleet Co-ordinator at the Selkirk Drive Municipal Depot on 5382 9608. In the event of an accident:
 - the driver needs to fill in a claim form. The organisation hiring the Community BBQ Trailer may be required to pay an insurance 'excess' on any claim – currently \$2,000
 - the driver must exchange licence number, registration, name and address and telephone number and note the details of the accident. Under no circumstances should liability be admitted or an apology tendered, as this may impact on the ability of Council to deny or defend an insurance claim.
5. Hirers must obey all traffic laws, requirements, restrictions and conditions when using the Community BBQ Trailer. Hirers will be responsible for the payment of any fines or infringements incurred by them when using the trailer.
6. **Collecting and Returning the Community BBQ Trailer**

The trailer uses a 50mm towing ball and a seven pin round trailer plug, electrical adaptor if required and 'D' shackles for safety chains to be supplied by the hirer. The trailer towing hitch to be locked on tow ball, trailer lights must be working before towing, safety chains connected and driver must have towing experience.

The Community BBQ Trailer is garaged at the Municipal Depot, Selkirk Drive, Horsham and is available to be collected on weekdays between 8.00am and 4.00pm. The trailer will only be made available for collection after payment of the appropriate fee has been made to the Customer Service Unit at the Civic Centre and is confirmed. It is not possible to return the trailer after 4pm on weekdays and users will be charged another day's rate for late returns.

Under no circumstances should the Community BBQ Trailer be left unattended in the street outside the Depot.

Week-end users have to return the Community BBQ Trailer by noon Monday following (unless some other arrangement has been negotiated) and agree to park the Community BBQ Trailer off the street.

7. Groups not observing conditions of use will risk losing the right to hire the Community BBQ Trailer, either on a temporary or permanent basis.

COMMUNITY BBQ TRAILER

1. PURPOSE

This policy regulates use of the HRCC Community BBQ trailer.

2. INTRODUCTION

The Horsham Rural City Council Community BBQ Trailer is owned by Council and made available for hire by local organisations and groups to support activities and programs that directly benefit residents of the municipality.

This policy is designed to establish the eligibility of hirers and to outline associated requirements.

3. SCOPE

The Community BBQ Trailer is available to a broad range of local organisations based within the municipality. The following community groups are eligible and this policy applies:

- (a) not-for-profit community organisations and Council-run programs; and
- (b) other not-for-profit community organisations servicing the needs of people with a disability, frail older people, young people and children.

In general, service clubs, schools, kindergartens, nursing homes, hostels and sporting organisations may hire the Community BBQ Trailer.

4. DEFINITIONS

Community BBQ Trailer – as per the following photograph. The trailer is 1800mm x 1200mm (6' x 4') with a four burner BBQ, two eskies, one long fold-out table, one short fold-out table and 60 litres of water. No utensils are included.



5. PRINCIPLES

Council will maintain a Community BBQ Trailer in a roadworthy and serviceable condition. The Community BBQ Trailer will be available for hire on weekdays and weekends to non-profit community groups based within the Horsham Rural City.

Bookings will only be allocated on completion of the appropriate application form. Applications will be assessed according to eligibility and prioritised in accordance with the date of application and receipt of the completed form and payment. Council reserves the right to reject, cancel or amend any booking, up to the time the trailer is due to be collected.

The trailer will only be made available for collection after payment of the appropriate fee has been made and is confirmed. The hire fee will be set by Council through its annual Budget process. No hirer may on-hire the trailer to another group or person.

The Community BBQ Trailer is available on both a casual and regular basis. A separate booking is required on any occasion that the trailer is requested.

All users will be provided with a copy of this policy and will need to sign an agreement accepting the conditions of use established by Council from time-to-time and included with the application form. Fundamental conditions of use include:

- Damage – the trailer and accessories must be returned in an undamaged, clean and tidy condition. Failure to do so will result in additional costs to the relevant group and may jeopardise future bookings. Penalties may be imposed by Council.
- Forfeit – groups not observing conditions of use will risk losing the right to hire the Community BBQ Trailer, either on a temporary or permanent basis.
- Traffic Law – hirers must obey all traffic laws, requirements, restrictions and conditions when using the Community BBQ Trailer. Hirers will be responsible for the payment of any fines or infringements incurred when using the trailer.
- Repairs and faults – must be reported to the Fleet Unit upon return of the trailer.

6. COMMUNICATION

This policy will be distributed to all prospective and approved hirers of the HRCC Community BBQ Trailer.

7. RESPONSIBILITY

Policy Owner: Fleet Co-ordinator

8. SUPPORTING DOCUMENTS

Document	Location
Community BBQ Trailer Application Form	Intranet

9. DOCUMENT CONTROL

Version Number	Approval Date	Approval By	Amendment
01	6.2.17	EMG	New policy