



# Street Scapes Seating Parklet Rental Policy UD-CP-101

(PUBLIC POLICY)

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	26/03/2024	24/076	26/04/2024

## 2 Policy Objective

To establish a policy for hiring the Street Scapes Seating Trailers to other Council departments and community and charitable organisations.

## 3 Policy Statement

The Street Scapes Seating Parklets are only to be hired out within Council and approved community and non-profit charitable organisations meeting the following conditions:

- 3.1 Any community or charitable organisation requesting usage of the parklets must have appropriate insurance in place and provide Council with a copy upon booking.
- 3.2 The relevant rental form (Application to Hire Street Scapes Seating Trailers) is to be completed by the intending hirers, stipulating the hire conditions and cost involved;
- 3.3 The Street Scapes Seating Parklets are only to be placed on Council property to minimise the risk of vandalism;
- 3.4 Council's Urban Design department will be given priority use during street activations;
- 3.5 Delivery, parking, and pick-up will be done by Urban Design staff members only (or appointed Council staff) to ensure trailers are handled appropriately;
- 3.6 Two weeks' notice is to be given (to allow time for cleaning, repairs, maintenance and delivery);
- 3.7 The hire fee per trailer is \$100 (1 day up to 7 days), with an additional fee of \$25 per day for additional days;
- 3.8 Cleaning, delivery and set-up, pick-up and return, will be charged (Please see section 4 - Rental Cost);
- 3.9 A bond charge of \$1000 will be charged per trailer to community and charitable organisations;
- 3.10 All delivery & pick-up will occur only during working hours.
- 3.11 A pre-event inspection check and induction is to be undertaken by Urban Design staff & the assigned Event Coordinator;

- 3.12 A post-event inspection check is to be undertaken by Urban Design staff & the assigned Event Coordinator;
- 3.13 In case of any damages, Urban Design will organise quotes and repairs at the cost of the relevant department or non-profit organisation renting the units. Where applicable, the bond received may be used to cover the cost.

## 4 Rental Cost

Street Scapes Parklet Rental Fees Per Trailer					
Discription	Number of Parklets	Hours/Days	Staff	\$ Rate	Total
Pre delivery cleaning	1			\$100.00	\$100.00
Delivery and setup	1	1.5	2	\$50.00	\$150.00
Picup and return	1	1.5	2	\$50.00	\$150.00
Hire fee first week	1			\$100.00	\$100.00
Additional Days	1	0		\$25.00	\$0.00
Bond (Community and Non profits)				\$1,000.00	
				<b>Cost per Parklet /Week</b>	<b>\$500.00</b>

## 5 Definitions

None

## 6 Exceptions

None

## 7 Legislation

None

## 8 Related Documents

Application for hire of Street Scape Seating Parklet through Bookable  
 Pre-event Inspection Check  
 Post-event Inspection Check

## 9 Directorate

Sustainable Development