

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 | |
| | | | | | |
| | | Cost per Parklet /Week | | | \$500.00 |

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