

TEMORA SHIRE COUNCIL



TEMORA
The Friendly Shire

USE AND HIRE OF MOBILE STAGE

ACTIVE

Review Details

ABOUT THIS RELEASE

DOCUMENT NAME: Use & Hire of Mobile Stage
CODE NUMBER: C1
AUTHOR: Temora Shire Council
ENDORSEMENT DATE: June 2020

REVIEW

Revision	Date	Revision Description		Date approved by Council	General Managers Endorsement
November 2018		New Stage	1	21 March 2019	GCL
January 2020		Remove Private Hirers	2	18 June 2020	GCL

PLANNED REVIEW

Planned Review Date	Revision Description		Review by
September 2019	Review		GCL
October 2021	Review		GCL

The mobile stage owned by Council is available for use, at a rate specified in the Council Management Plan.

Applications for the use of the stage must be on the approved form (attached).

1. Definition

Community Hirers are defined as non profit or organisations with a substantially community focus within Temora Shire Council area. Council will be the final arbitrator on the status of applicants.

2. Hirers

The stage is available for hire for community functions held within the boundary of the Shire of Temora.

3. Local Community Hirers

- 3.1 Community hirers must pay a \$400 refundable deposit (cleaning/damage deposit).
- 3.2 The stage will be delivered, set up and collected by Council staff
- 3.3 The equipment checklist and feedback form must be completed and returned with the stage
- 3.4 The hirer will abide by all operating procedures as outlined in the user manual.
- 3.5 The stage will not be hired if the event is held outside the Temora Shire Council boundary

4. Accredited Persons

- 4.1 All hirers must have an accredited person to take delivery of the stage
- 4.2 To achieve accreditation, the accredited person must undergo a training program to be familiar with the operations of the stage.

5. Usage

- 5.1 The hire fee includes the cost of delivery by Council staff
- 5.2 The stage will be delivered and collected by Council staff. The staff will erect the stage upon delivery. The hirer must nominate an accredited person prior to the hire to operate the stage
- 5.3 The stage must be returned in a clean and damage free state with all equipment intact. Users will be charged for any cleaning/repairs required. Hirers must complete the equipment checklist and feedback form which will be provided at the time of delivery

- 5.4 Hirers must complete a checklist before and after each hire which will be counterchecked by the Plant Manager (or his delegate) on return. Any anomalies must be reported
- 5.5 The Temora Shire Council, at a general meeting, may make individual exceptions to this policy, upon application in writing, in exceptional circumstances



APPLICATION TO HIRE MOBILE STAGE

Name:			
Organisation:			
Telephone:	Ph:		Mb:
Organisation: Private or Community			

DETAILS OF HIRE

Date:			
Time:			
Pickup Date:	Return Date:		
Location:			
Event Details:			
Purpose stage is to be used:			
Public Address System (PA) Required:	Yes	No	
Power Required :	Yes	No	

DELIVERY

Responsible Person:			Accredited Number:	
Require Delivery:	Yes	No	Delivery Return Date:	

AGREEMENT

I agree that I will take full responsibility for the erection and dismantling of the Mobile Stage and that I will be in attendance during this time. The operating conditions outlined in the user manual will be strictly adhered to.	
Signature:	

OFFICE USE

Entered:	Yes	No	Applicant Advised:	Yes	No
Hire Fee:			Receipt No:		
Deposit:			Staff Member:		

CONFIRMATION OF HIRE

<date>

<Contact>
<Organisation>
<Address>

Dear

RE: HIRE OF MOBILE STAGE

I refer to your application of <date> and advise that you have been allocated the use of the mobile stage for

<Function Details>
<Function Date>

Please liaise with Council prior to the event to arrange collection of the vehicle.

Yours faithfully

G C Lavelle
GENERAL MANAGER

**MOBILE STAGE CHECKLIST****DETAILS**

Hiring Organisation:	
Date of Hire:	

Item	Delivery ✓	Return ✓	Comment
Keys			
PA System			
Handheld microphone in black pouch			
Lectern microphone in cardboard box			
Microphone stand in 2 parts base and pole			
Microphone cables 5m			
Microphone Cable 15m			
Microphone Cable 20m			
Aux cord			
Sound mixer			
Sound mixer box covers (2)			
Lectern			
Plastic box with lectern accessories			
Leads & Accessories			
Amphibious 10-15amp extension lead adaptor			
Pink extension leads (2)			
Orange extension leads (2)			
Miscellaneous			
Stage stairs (2)			
Handrails (4)			
Wheel chocks (4)			
Cable to carpet mats (5)			
Spotlights (2)			
Spirit level			

Stage canvas cover skirt			
Hayman Reese battery monitor			
Additional (If required)			
Honda 2.2 Generator (serial No EAMT-15049) (located in Depot storeroom)			

I acknowledge that the mobile stage was delivered in good condition with no damage and all equipment listed above in place. Please note any issues below.	
Signed:	Date:

RETURN OF STAGE:

Please advise if any problems were encountered with the stage during the hiring			
Did all equipment function as required:	Yes	No	
I acknowledge that the stage has been received by Temora Shire Council in good condition with all equipment returned.	Yes	No	
Signed:		Date:	

Temora Shire Council – Authorised Representative

I advise that issues raised by the hirer have been addressed in the following way:			
Signed:		Date:	
I authorise/ do not authorise the refund of the full/part deposit and have advised the Creditor Clerk (details below)			
Signed:		Date:	