



Southern Grampians  
Shire Council

## GUIDELINES AND APPLICATION FORM FOR EVENT EQUIPMENT HIRE

### Guidelines

- The Southern Grampians Shire Council provides support to 'not-for-profit' organisations based within the Shire by making available a marquee (6m x 9m), 4 market umbrellas and One and All Inclusive Equipment specifically for use at community events.
- The equipment allows event organisers to run an event in a more professional manner and is a prominent statement of support from the Council.
- The equipment is **not** available for use at private functions.
- Preference will be given to assisting events which are unique, attract audiences from outside the Shire, generate media exposure and have the potential to be self-funding, held regularly and expand.
- The equipment may be made available for one off events which have demonstrated economic and promotional benefits.
- When the equipment is used for a weekend event it will be installed under the supervision of Council Workers on the Friday, and dismantled on the Monday. When a public holiday falls on the Monday the equipment will be dismantled on the Tuesday.
- Applications for equipment hire must be made on the prescribed form after phoning 5573 0256 to check availability.
- Event organisers **must hold current public liability insurance** in respect of the event for which the equipment is hired, and must provide a copy to Council.

### Conditions of use

- Application Forms must be completed and returned **at least 6 weeks** prior to the event taking place and is **subject to the availability** of requested equipment.
- A bond of **\$200 must be paid at the time of booking** for the marquee hire only, by cash, cheque or credit card. Please note we do not invoice for event equipment hire.
- The organisation hosting the event must provide **at least two individuals** to:
  - Instruct as to the positioning of the equipment
  - Assist with the installation and dismantling of the equipment
- The event organiser is responsible for the safety of the equipment during the time it is erected on site to when it is dismantled.
- At the conclusion of the event and upon the inspection by Council staff, the bond will be refunded automatically by direct debit if there is no damage to the marquee.

### For further information, please contact:

Southern Grampians Shire Council

**Customer Service – Market Place Business Centre**

1 Market Place, Hamilton VIC 3300

**Telephone:** (03) 5573 0256

**Email:** [marketplaceadmin@sthgrampians.vic.gov.au](mailto:marketplaceadmin@sthgrampians.vic.gov.au)



## GUIDELINES AND APPLICATION FORM FOR EVENT EQUIPMENT HIRE

<b><i>EQUIPMENT REQUIRED FOR HIRE</i></b>	<b><i>No.</i></b>
<b><i>MARQUEE (6m x 9m) 1 available \$200 bond</i></b>	
<b><i>MARKET UMBRELLAS 4 available (only available with Marquee) No bond</i></b>	
<b><i>ONE &amp; ALL INCLUSIVE EQUIPMENT includes portable ramps, temporary accessible car parking signs and folding chairs with reserved signs. No Bond</i></b>	

<b>EVENT TITLE</b>			
<b>EVENT DATE(S)</b>			
<b>ORGANISATION NAME</b>			
<b>CONTACT PERSON</b> (Must be available on day of delivery)			
<b>POSTAL ADDRESS</b>			
<b>MOBILE PHONE No.</b> (must be contactable on delivery day)			
<b>E-MAIL</b>			
<b>PUBLIC LIABILITY INSURANCE?</b> (MANDATORY)	Yes / No	<b><i>*Please attach photocopy of Public Liability Certificate of Currency</i></b>	
<b>HAVE YOU CONTACTED "DIAL BEFORE YOU DIG"?</b> PH: 1100 or WWW.1100.COM.AU	Yes / No	<b><i>Must be provided at least one week before event for all events in new locations</i></b>	
<b>DELIVERY DATE</b> (Mon to Fri - 8am)		<b>DELIVERY TIME</b>	
<b>DELIVERY ADDRESS</b>			
<b>DISMANTLE DATE</b> (Mon to Fri - 8am)		<b>DISMANTLE TIME</b>	
<b><i>A minimum of 2 people from your organisation is <u>required</u> to assist on the day of delivery with installation and dismantling. Please tick to indicate you understand this requirement</i></b>			

**Please submit this completed form along with the \$200 bond**



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<b>BOND PAYABLE</b> Ledger No. 97400.05	<b>\$200 (For marquee hire only)</b>
<b>REFUND DETAILS VIA DIRECT DEBIT</b>	<b>Account Name:</b>
	<b>BSB:</b>
	<b>Acc. No.</b>

### Conditions of use

*I have read and understand Southern Grampians Shire Council's marquee hire policy and am aware that the bond will be forfeited should damage to the hired equipment occur.*

**Signature:**

**Date:**

### Please return completed form and make bond payment to:

Southern Grampians Shire Council

**Customer Service – Market Place Business Centre**

1 Market Place, Hamilton VIC 3300

**Telephone:** (03) 5573 0256

**Email:** [marketplaceadmin@sthgrampians.vic.gov.au](mailto:marketplaceadmin@sthgrampians.vic.gov.au)

### Office Use Only

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Staff Member: Refund Given  Yes  No  
 Document Number: Public Liability Ins.  Yes  No  
 Hire Fee Paid  Yes  No  
 Date emailed to Works Manager, Ian McLean, Brett Holmes:  
 Date sent Email/letter confirmation to event organiser:

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## GUIDELINES AND APPLICATION FORM FOR EVENT EQUIPMENT HIRE

### **LOCATION AND CONFIGURATION OF EQUIPMENT ON SITE**

Please supply a map or use the space below to draw a rough map that indicates the required location and configuration of the marquee, market umbrellas and accessibility equipment. Please include the whereabouts of any nearby infrastructure, waterways, streets, public toilets, underground sprinklers, and power and sewerage lines. Should you be setting up in a new location, you need to contact "Dial before You Dig" on **1100** and provide that information to SGSC at least one week before event.

<b>MARQUEE ENTRANCE TO FACE</b> <i>North, South, East, West, etc.</i>	
<b>DETACHABLE WALLS - Which sides of the marquee would you like opened up?</b>	
<b>FRONT</b>	
<b>LEFT TO FRONT</b> Looking at marquee	
<b>RIGHT TO FRONT</b> Looking at marquee	
<b>BACK</b>	
<b>DESCRIBE THE LOCATION FOR THE MARKET UMBRELLAS</b>	
<b><u>LOCATION MAP:</u></b>	