

Create Crate Terms and Conditions of Use

Definitions	<ul style="list-style-type: none"> • Create Crate Resource- is the name given to the trailer full of games, activities and place making equipment to create a popup space. • Hirer- means the individual or community group on the booking form • Council- means Golden Plains Shire Council
Bookings	<ul style="list-style-type: none"> • Bookings are made by filling out a booking form. • A booking is confirmed once the completed booking form, the rental fee and a copy of the nominated Victorian drivers licence is handed into the Service desk. • Council reserves the right to refuse or cancel any booking/s that does not comply with Council's conditions of use. • The person completing the booking form, and whose signature appears on the form, is subject to these conditions of hire, and must be over the age of 18 years.
Limit of Use	<ul style="list-style-type: none"> • The Create Crate must be attached to a vehicle when standing inside the trailer and when removing items in and out of the resource. • Only the nominated driver is to tow the Create Crate resource. • Please read and follow the information that lists what items need to be stored in the trailer overnight.
Requirements of use	<ul style="list-style-type: none"> • The nominated driver is assumed to have previous experience driving with a trailer and will follow the trailer safety instructions. • No adults, children or animals will ride in the Create Crate resource at any time. • The hirer agrees to follow all safety instructions as outlined in the hirers pack and assumes responsibility of any detrimental outcomes should this not be done.
Nominated driver	<ul style="list-style-type: none"> • The nominated driver must be over the age of 18. • If the nominated driver is under 25 years of age they accept and understand that their Insurance levy increases from \$500 to \$1000. • The nominated driver is the only person allowed to tow the trailer. • The nominated driver must read through the trailer towing tips in the hirers pack and have a suitable vehicle to tow the Create Crate. • The nominated driver must present a copy of their valid Victorian drivers licence.

Cancelation of booking- By hirer	<ul style="list-style-type: none"> Notification of changes to the booking, include the cancellation of a booking, must be made with a minimum of 2 days' notice.
Cancelation of Booking- By Council	<p>Council may cancel a booking with a minimum of two weeks' notice if:</p> <ul style="list-style-type: none"> Scheduled repairs are required <p>Council may cancel a booking with minimal notice:</p> <ul style="list-style-type: none"> In the event of an emergency i.e.: natural disaster Council becomes aware that the use of the Create Crate resource is objectionable The Create Crate poses significant safety concerns to the public.
Fees and charges	<ul style="list-style-type: none"> The Create Crate costs \$20 for community groups to hire out and \$30 for businesses or individuals to hire out. This cost covers general maintenance for the trailer and ensures the sustainability of the project so that everyone can enjoy this resource. Hire of the Create Crate incurs a \$100 bond to ensure games and equipment are looked after. The bond will be returned upon inspection of the Create Crate trailer and its contents. A \$100 fee will be charged if the Create Crate keys are lost, damaged or stolen. The hirer agrees to communicate to council staff and understands that they may be required to pay the replacement cost of any items that are damaged, lost or stolen that cannot be attributed to general wear and tear.
Child protection requirements	<ul style="list-style-type: none"> It is a requirement of hiring the Create Crate that you consider if your volunteers or staff require a valid Working with Children's Check to deliver your project. This may be required if the hirer is providing a space for anyone under the age of 18 years old. Go to-www.workingwithchildren.vic.gov.au to the 'who needs a check' tab to see if this applies to you.
Cleaning	<ul style="list-style-type: none"> The hirer of the Create Crate resource will be responsible for keeping everything tidy and clean inside of the trailer. There will be a 'packing up' procedure to follow inside the hirers pack. The hirer will dispose of any rubbish that accumulates as a result of people attending the popup space.
First Aid Supplies	<ul style="list-style-type: none"> There is a First Aid box located in the trailer- look at layout document in hirers pack to locate. Please advise Council if any of the First Aid supplies are depleted.
Furniture and Equipment	<ul style="list-style-type: none"> The hirer is responsible for setting up and packing down any equipment or furniture used in the pop up space. The hirer will safely remove items from the trailer using the trolley supplied and will take care and follow instructions on correct lifting techniques. The hirer is responsible for all other all arrangements and costs in

	<p>relation to any additional equipment or supplies that they may need to source for any additional activities. More information can be found in the 'Creating Spaces' kit available on Council's website.</p>
Popup space/ Create Crate management and security	<ul style="list-style-type: none"> • The hirer must agree to lock the Create Crate resource overnight and pack away any equipment or furniture which may be stolen or vandalised. • The hirer must fit the tow ball lock to the trailer whenever unattended and wherever possible ensure the security of the Create Crate. • Ideally the Create Crate resource will be set up in a line of site where it can be viewed from a distance to reduce opportunities for theft or vandalism.
Noise	<ul style="list-style-type: none"> • It is expected that wherever the popup space may be that the surrounding businesses, residents and other space users are respected. The hirer is responsible for the preservation of good order prior to, during and following the use of space.
Evaluation/ Feedback Forms	<ul style="list-style-type: none"> • The hirer agrees to complete all evaluation/ feedback forms that are given to enable council to effectively monitor the reach of the Create Crate resource in the community. • The hirer agrees to take photos of the popup space pre and post set up and send them to council via email enquiries@gplains.vic.gov.au
Insurance	<ul style="list-style-type: none"> • The Create Crate will be insured under Council's Motor Vehicle Policy, including third-party public liability. This does not extend to cover the activities of the event or project that the Create Crate is being used for. • The hirer will pay the \$500 excess in the event of an accident. This increases to \$1000 if the driver is under the age of 25. • The hirer is responsible for ensuring that appropriate insurances are in place for their project or event. You can visit https://www.goldenplains.vic.gov.au/news/planning-event for more information.
Unlawful activity	<ul style="list-style-type: none"> • No unlawful activity shall be conducted within a project or event space using the Create Crate. • The Create Crate cannot be used for any activity that discriminates against any other individual or group of individuals.
Risk management	<ul style="list-style-type: none"> • The hirer agrees to carry out instruction or direction given by Council with regard to complying with Workplace Health and Safety legislation. • Council takes no responsibility for any of the hirer's personal property. • Any vehicle driven or parked next to the Create Crate resource is entirely at the owners risk and no responsibility is accepted by Council for any theft or damage thereto.

	<ul style="list-style-type: none"> • The hirer will conduct their own risk assessment of the chosen location prior to set up and consider such issues (but not limited to) trees, proximity to roads and water bodies, weather conditions, stability and flatness of the ground and manual handling tasks • The Hirer will be required to complete the Safe Work Method Statement Form included in the Hirers Pack prior to hire of the Create Crate. • If any incident occurs during the duration of hire of the Create Crate Resource, the hirer must fully complete and submit the Incident Report Form provided in the Hirer's Pack to Council within 24 hours of the incident.
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Office Use Only

Hire Approved by Golden Plains Shire Authorised Officer on:

Name :	Signature :	Position :

Privacy- The Golden Plains Shire considers that the responsible handling of personal information is a key aspect of democratic governance, and is strongly committed to protecting an individual's right to privacy. Council will comply with the information Privacy Principles as set out in the Privacy and Data Protection Act 2014. Council has in place a standard operating procedure that sets out the requirements for the management and handling of personal information. If you have any queries regarding this Privacy Statement, please contact the privacy officer on (03) 5220 7111

