

Application for Hire Cockburn Community Trailer

For bookings contact Friends of the Community Inc. Norm Dale: 0428 342 051 or foc@friendsofthecommunity.org

Contact Details

Name	
Address	
Community group (if relevant)	
Phone	
Email	
Date required	
Time required	
Activity	
Location	

Trailer Use Only

Driver's Licence	
Expiry Date	
Date of Birth	
Is your vehicle insured	

Application for Hire Cockburn Community Trailer

Trailer Equipment			
QTY	Item	No. Required	No. Returned
4	60L Rubbish Bins		
1	BBQ (no gas bottle)		
1	Broom		
4	Bunting		
6	Chairs		
1	Fire extinguisher		
1	Marquee		
3	Marquee sides		
12	Plastic bollards		
10	Witches hats		
50	Field markers		
2	Rakes		
5	Rectangle tables		
20	Safety vests		
1	Shovel		
1	Tool box		
1	Esky		

NB: Only the above items are available – no gas bottle or cleaning products are provided.

Trailer Equipment			
QTY	Item	No. Required	No. Returned
3	Cable covers		
1	First Aid Kit		
4	Rubbish pick-up sticks		
3	Bucket		
2	10L Water Container		
2	Flag - Free Event 3.4m		
1	Flag - Information 3.4m		
1	Flag - Toilets 3.4m		
1	Flag - First Aid 3.4m		
2	Flag cross base (for indoor use)		
1	Giant Connect 4 game		
1	Giant Jenga game		
2	Giant naughts & crosses game		
1	Quits/ring toss game		
1	Tenpin bowling game (for indoor use)		
1	Giant darts game		
1	Giant dominoes game		
1	Orbit tennis game		
1	Boules game		

Terms and Conditions

1. Applications / Bookings

- 1.1. All applications must be on the official application form.
- 1.2. Applicants must be Cockburn community groups or residents.
- 1.3. Trailer and equipment can only be used for community or neighbourhood events. It is not to be used for private parties.
- 1.4. Friends of the Community Inc. has the right to refuse an application.
- 1.5. Bookings must be made 1 week in advance.
- 1.6. Cancellations must be made within two days of date required.
- 1.7. Friends of the Community Inc. reserves the right to cancel any booking due to unforeseen circumstance.

2. Liability

- 2.1. The hirer will be liable for:
 - 2.1.1 Damage to the trailer or equipment
 - 2.1.2 Cleaning costs where the trailer or equipment is returned dirty
 - 2.1.3 Failure to return the trailer or equipment within the agreed dates
 - 2.1.4 Breach of the Conditions of Hire
- 2.2. For any of the above, the hirer will be invoiced to cover costs.

3. Pick up of trailer and equipment

- 3.1. The trailer and equipment is stored at 15 Kent Street, Spearwood.
- 3.2. Access to the trailer and equipment is to be pre-arranged with Friends of the Community Inc.
- 3.3. If the group is unable to return the trailer for any reason there will be a \$50 one way charge.

4. Equipment user responsibilities

- 4.1. Equipment users will exercise reasonable care and try to prevent any damage to the equipment.
- 4.2. Equipment users will return all equipment as per the agreed dates required.
- 4.3. Equipment users will return equipment in the condition it was issued, including cleaning of BBQ, Vests, Bins, Tables and Chairs.

- 4.4. Where equipment has been damaged the user must contact Norm Dale, Friends of the Community Inc. President on 0428 342 051 as soon as possible.

5. Trailer user responsibilities

- 5.1. Trailer users will exercise reasonable care and try to prevent any damage to the trailer.
- 5.2. In the event of a breakdown or accident the trailer user must immediately contact the City of Cockburn Workshop Coordinator on 0417 172 716.
- 5.3. In the event of an accident involving another vehicle, the trailer user must document:
 - 5.3.1. Vehicle registration number
 - 5.3.2. Driver's details – name, driver's licence, address and phone number
 - 5.3.3. Insurance company details
- 5.4. In the event of an accident involving another vehicle the trailer user must not admit liability under any circumstances.
- 5.5. The Friends of the Community Inc. and City of Cockburn is not responsible for any damage, theft or loss of property contained within the trailer belonging to, or the responsibility of, the hirer.

6. Driver Nomination

- 6.1. A driver must be nominated by the group on the application form.
- 6.2. A nominated driver must:
 - 6.2.1. Hold a valid driver's licence.
 - 6.2.2. Use a suitably sized vehicle i.e. of greater weight than the trailer
 - 6.2.3. Use a registered and insured vehicle

7. Disputes

- 7.1. Any disputes concerning bond refunds must be made in writing to communitydevelopment@cockburn.wa.gov.au or posted to:

Attention: Community Development Coordinator

City of Cockburn, PO Box 1215
BIBRA LAKE DC WA 6965