

Community Catering Trailer User Agreement

Road safety and combating fatigue is a community issue the Wingecarribee Shire Council Road Safety Officer addresses on a regular basis.

Driver fatigue crashes continue to be a major concern along the Hume and Illawarra Highways and the catering trailer has been purchased to provide refreshments for drivers taking a rest break in their journeys.

The catering trailer is generally used for driver reviver activities during peak holiday travel periods but is available at other times for **not for profit** community organisations and events that operate **within the Wingecarribee Shire area**.

Your organisation's use of the community catering trailer will assist in promoting the message that we all need to take a break and avoid driver fatigue.

Catering Trailer Components

- Single Axle Trailer
- **Size** - Length: 3.4m including draw bar section (4.2 metres when the rear hatch is open. Does not need to be open if space is an issue)
- Height: 2.3 metres
- Width: 1.6 metres (2.9 metres when the serving hatch along passenger side is open)
- Hot and Cold water supply
- Two stainless steel sinks. 60 litre sullage and fresh water tank
- Water pump
- Fire Extinguisher
- 15 amp extension lead
- Jockey Wheel

Catering Equipment

- 30 litre Urn
- 120 litre Bar Fridge

All components of the trailer stated or not remain the sole possession of Wingecarribee Shire Council.

Groups available to hire the Community Catering Trailer

- Councils
- Emergency Services
- Community Groups
- Charitable Organisations
- Schools
- Sporting Groups

Other Groups will be considered based on application to Councils Road Safety Officer and at Councils sole discretion.

The catering trailer is not available for social functions.

Generally use of the catering trailer will not be granted for more than 3 consecutive days/nights. If the trailer is to remain at the location overnight, a security system acceptable to Council must be in place.

Community Catering Trailer User Agreement

Councils Responsibilities

- Provide an operational catering trailer to the community organisation/group. A \$250 refundable bond is required and the community catering trailer user agreement must be signed.
- Provide advice if required on how to use the trailer and equipment.
- Ensure both parties have signed copies of the Community Catering Trailer User Agreement.
- Once booking is confirmed Council reserves the right to advise Police and Wingecarribee Shire Council Rangers of the dates that your event will operate
- Council Events have priority over other applications.
- Council may accept, deny or cancel the hire of the catering trailer to any applicant at any time at its discretion.
- Council may vary the terms and conditions of hire at any time at its absolute discretion.
- Council may deny future hiring of the catering trailer to any applicant due to previous misuse, and unsatisfactory condition of the trailer on return.
- Council will not be responsible for any personal items left behind in the trailer or items belonging to the group/organisation hiring the trailer.

Booking Process

1. Complete the Community Trailer Loan Request Form (included on this document) and fax, email or mail **1 month prior to your event to;**

MELANIE LAUSZ Wingecarribee Shire Council Road Safety Officer.

Phone: 02 4868 0809 **Fax:** 02 4869 1203 **Email:** melanie.lausz@wsc.nsw.gov.au

Mail: Civic Centre Elizabeth Street Moss Vale NSW 2577, PO Box 141 Moss Vale NSW 2577.

Please include a copy of the organisations Public Liability Insurance and event Risk Assessment.

2. A Wingecarribee Shire Council staff member will contact the group/organisation to confirm the requested booking date. (Submission of Loan Request Form does not automatically guarantee permission to hire)
3. Once the hire has been approved, the group/ organisation is responsible for arranging payment of the \$250 refundable deposit at Wingecarribee Shire Council Customer Service Centre, Civic Centre Elizabeth Street Moss Vale in person.

The refundable deposit must be paid before the trailer can be collected. Payment must be made in person via: Cash, Cheque, Eftpos and Credit Card including American Express.

4. The trailer is to be collected from the Plant Superintendent (Council Depot Berrima Road).

Receipt of trailer hire must be presented when collecting the trailer.

5. A deposit refund will be issued to the applicant/ organisation as per the details on the Loan Request Form providing the trailer has been returned without damage and in a clean and serviceable condition to the satisfaction of Councils Road Safety Officer and Plant Superintendent.

Note: NO GST is applicable to the refundable deposit

Community Catering Trailer User Agreement

In hiring the Community Catering Trailer the organisation agrees to:

1. Assume responsibility for any risks associated with using and installing the catering trailer and takes full responsibility for all damages, injuries and expenses that may arise from the use of the trailer and equipment contained in the trailer and releases Wingecarribee Shire Council, Councillors, employees, agents and officers of council from any or all liability for damages, loss or injury however caused that the applicant may suffer as a result of or arising from breach of these terms and conditions and the installations and use of the community catering trailer.
2. Indemnify and keep indemnified Wingecarribee Shire Council, Councillors, employees, agents and officers of council of any liability claim, demand, cost or damage they may incur as a result of or arising from, whether directly or indirectly, breach of the terms and conditions and use and installation of the community catering trailer. To the extent that the Civil Liability Act 2002 may operate to reduce the effectiveness or extent of this indemnity, the parties expressly contract out of the requirements of that Act.
3. Use the community catering trailer in accordance with the trailer user agreement and as outlined in the loan request form.
4. Use the community catering trailer only in the Wingecarribee Shire Local Government area.
5. Position, erect and dismantle the community catering trailer with care following the user guide.
6. Pay for repair of any damage, cost of replacement of any missing components, equipment and any associated freight charges incurred during the period of use be the organisation.
7. Collect and return from/to Wingecarribee Shire Council Depot (Berrima Road Moss Vale).
Collection between 10.00 am and 3.30pm on the last working day prior to the event.
Return between 10.00 am and 1.00 pm on the first working day after the event. Alternatively if it can be collected and returned on the same day as the event if occurring on a week day between 10.00am and 3.30 pm this is desirable.
8. **Provide all catering equipment, utensils, cleaning products and supplies for use at the event, other than those outlined in the Catering Trailer Components.**
9. Notify Council of the cancellation at the earliest possible opportunity should the catering trailer no longer be required.
10. Return the trailer in a satisfactory condition upon Plant Superintendants approval.

The User Guide for Installing and positioning the trailer at events

The User Guide on how to secure the Community Catering Trailer to a vehicle are to be adhered to at all times and will be available at collection of the trailer.

Liability

Any establishment hiring the Community Catering Trailer must provide proof of Public Liability Insurance in a minimum amount of \$20 million per event coverage. To be included with the Loan Request Form.



Community Catering Trailer: Loan Request Form

APPLICANT DETAILS

Name of organisation/group:

Not for Profit Organisation Registered Business (please tick)

Contact person:

Day time phone: Mobile:

Email:

Organisation Address:

The organisation has Public Liability Insurance for \$20 million: YES (Please Include Proof). NO

Towing vehicle type: Registration of towing vehicle:

EVENT DETAILS

Name/ Type of Event:

Location/Address of Event:

Start Date of Event: Finish Date of Event:

Security: YES NO If Yes Name:

Please explain what the Community Catering Trailer will be used for.

COLLECTION & RETURN, from/to Council Depot. Refer to User Agreement page 3 point 7.

Collection Date: Collection Time:

Return Date: Return Time:

Refund of deposit in cheque form made payable to:

Insert name of payee (name of person on the receipt)

CUSTOMER SUMMARY

I agree to all conditions listed in the user agreement to hire the Community Catering Trailer and hereby make an application to hire the Community Catering Trailer at the location for the approved period. I agree that all details submitted are correct and I agree to comply with all conditions of use.

Signature: Date:

Office use only Booking # _____

Approved: Yes No Date: _____ Approving Officer: _____

Date Confirmation Sent: _____ Reference Number: _____

Public Liability approved: _____