

Community Council Equipment Hire Policy

1. Purpose of the Policy

This policy outlines how Abertillery & Llanhilleth Community Council manages the hire of council-owned equipment for community use. It ensures fair access, safe operation, accountability, and protection of council assets.

2. Scope of Equipment Covered

This policy applies to all council-owned equipment approved for public hire, including but not limited to:

- Event equipment such as gazebos, tables, chairs, and PA systems.
- Maintenance tools including litter pickers and hand tools.
- Community event assets such as barriers, signage, and lighting.

A full list of hireable equipment will be maintained by the Clerk and reviewed annually.

3. Eligibility to Hire

Equipment may be hired by:

- Local community groups.
- Registered charities.
- Schools or youth organisations.
- Residents organising non-commercial community events.

Commercial organisations may hire equipment only with explicit Council approval.

4. Booking Process

All hire requests must be submitted to the Clerk using the Council's official booking form. The process includes:

- Submitting a hire request at least 14 days in advance.
- Confirmation of equipment availability.
- Signing the Equipment Hire Agreement.
- Providing proof of identity and address.
- Payment of applicable fees or deposits.

5. Fees and Deposits

The Council may charge:

- A hire fee, reviewed annually.
- A refundable security deposit to cover damage or loss.

Fee waivers may be granted for charitable or community-benefit events at the Council's discretion.

6. Conditions of Use

Hirers must agree to the following conditions:

- Equipment must be used only for the stated purpose.
- Equipment must be returned in the same condition as issued.
- Hirers are responsible for safe operation and compliance with safety guidance.
- Equipment must not be loaned to third parties.
- Any damage, malfunction, or loss must be reported immediately to the Clerk.

7. Liability and Insurance

The hirer accepts full responsibility for:

- Safe use of the equipment.
- Any injury or damage arising from misuse.
- Replacement costs for lost or irreparably damaged items.

The Council's insurance does not cover hirer negligence.

8. Collection and Return

Equipment must be collected and returned at agreed times from: **Council Offices, Mitre Street, Abertillery, NP13 1AE**

Late returns may incur additional charges.

9. Refusal or Withdrawal of Hire

The Council reserves the right to refuse or withdraw hire if:

- Equipment is required for Council use.
- The hirer has previously damaged or failed to return equipment.
- The intended use poses safety or reputational risks.
- The hirer provides false information.

10. Review of Policy

This policy will be reviewed annually by the Council's Policy & Resources Committee and updated as required.