

## **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. There will be full fee waivers for the first year, or upon any review of Council to sustainable costs.

## **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 a location prescribed by Council at the time of hire.

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 Finance and Governance Committee and updated as required.