



# Warrnambool City Council Event Resources Policy

To allow community groups and organisations located in Warrnambool, to loan events resources through the Warrnambool City Council, with Council being the single permitting authority.

## Policy Guidelines

In order to achieve the purpose of the guidelines, Council will:

1. Require that any resource loaned shall comply with the following conditions:
  - a) Short term, community based events
  - b) The earliest that any resource shall be picked up will be 3 days prior to the event, and the resources shall be returned no later than 12 hours after the completion of the event.
  - c) All event resources shall be picked up and returned to Flagstaff Hill, 89 Merri St.
  - d) Any event resources that are loaned shall be returned in a clean workable condition. Pre and post inspection of the resources will be conducted. Any costs incurred due to breakages will be applied to the borrower.
  - e) Council reserves the right to refuse or alter any resource.
  - f) Transportation costs for resources and other costs associated with the resources are born by the organisation borrowing the resources.
  - g) Approvals for resources shall be limited to applications from local, community based organisations only. Event resources will not be loaned to commercial events or trade promotions, unless conducted by a community based or charitable organisation.
  - h) Bookings shall only be taken a maximum of 12 months in advance
  - i) Written applications, issue of permits and enforcement of the Policy shall be administered out by the Manager of Events and Promotions.

Picked up by : ..... Signature : ..... Date : .....

Returned by : ..... Signature : ..... Date : .....