



Dawlish Town Council

Date: 23rd January 2020

Subject: Equipment for events

From: Events, Projects and Tourism Officer

Purpose of this report:

To consider the implementation of hiring agreements; and hire and/or deposit charges for council equipment.

Background:

Over several years Dawlish Town Council has built up a stock of items (such as gazebos, tables, chairs, road signage, hi-viz, cones, radios, trailer etc) which are loaned to community groups, local organisations and events.

In 2019 Dawlish Town Council loaned equipment to the following organisations: St Gregory's, Snooky Fest, Dawlish Celebrates Carnival, Roots Community Enhancement, Royal British Legion, Rotary Fair (various organisations attending the event), Churches Together in Dawlish, Dawlish Fairtrade, Dawlish Against Plastic, Dawlish Water Rotary, Assist Teignbridge, Dawlish Action for Youth, Teignmouth Air Show, Shaldon Fireworks and Teignmouth Town Council. At the Christmas market about five sole traders borrowed gazebos over the weekend. The majority of the current hirers are not commercial entities. Several of the organisations who are loaned gazebos or tables or chairs are small charities who may not have the funds or space to buy and store larger equipment. Some of the organisations also work with the Town Council on events and allow the loan of their own equipment on a reciprocal basis. Most of the loans are for less than a full week rather a weekend.

Over the past few years some equipment has been subject to wear and tear such that the Council's stock of gazebos has reduced from 9 to 7 and 8 tables have needed to be disposed of. A grant is being applied for to replace some of the stock of equipment. In addition, after discussions with the Council's insurer about lending out gazebos to third parties it was ascertained there should be a hire agreement with the borrower and instructions on assembly with any loan.

In June 2019 Teignmouth Town Council introduced a scheme of charges as shown below. All prices are inclusive of VAT where applicable. All hires require a £50 refundable deposit (which is forfeit for lost or damaged items or late return).

Item	Hiring Time	Charge (for commercial groups)	Charge (for charitable or community groups)
Tables (per item)	Per week	£5.00	£2.50
Chairs (per item)	Per week	£2.00	£1.00
Gazebos (per item)	Per week	£30.00	£15.00
Radios (set of 2)	Per week	£10.00	£5.00
PA (amplifier, speakers, cables & microphone)	Per week	£20.00	£10.00

In considering whether to implement a deposit and/or hire fee staffing time would be required in the administration of a deposit or charging scheme.

Recommendation:

To consider the implementation of hiring agreements; and hire and/or deposit charges for council equipment.