



## Public Exhibition

### PUBLIC NOTIFICATION

#### Draft Street Scapes Seating Parklet Rental Policy

At the Ordinary Meeting of Council held 26 March 2024 it was resolved that the draft Street Scapes Seating Parklet Rental Policy be placed on public exhibition for a minimum of 28 days. Council is required to notify the public and provide the opportunity for submissions regarding this document.

The draft Street Scapes Seating Parklet Rental Policy may be viewed at the Council Chambers, 1 Benerembah Street Griffith, the Griffith City Library and on Council's website at [griffith.nsw.gov.au/onexhibition](http://griffith.nsw.gov.au/onexhibition)

Anyone wishing to make comment on the draft Street Scapes Seating Parklet Rental Policy can do so in writing addressed to the General Manager, Griffith City Council, PO Box 485, GRIFFITH NSW 2680 or visit Council's website to provide an online submission.

Submissions received will be included in a report to be presented to an Ordinary Meeting of Council. As such, copies of all submissions (including the writer's name and address) will form part of Council's Business Paper and be available to the public. Should you wish to have your contact details withheld it is recommended that you request this in your submission.

Comments or submissions will be received up to **4.00 pm, 26 April 2024**.



# Street Scapes Seating Parklet Rental Policy UD-CP-101

(PUBLIC POLICY)

## 1 Policy History

| Revision No. | Council Meeting Date | Minute No. | Adoption Date |
|--------------|----------------------|------------|---------------|
| New          |                      |            |               |

## 2 Policy Objective

To establish a policy for hiring the Street Scapes Seating Trailers to other Council departments and community and charitable organisations.

## 3 Policy Statement

The Street Scapes Seating Parklets are only to be hired out within Council and approved community and non-profit charitable organisations meeting the following conditions:

- 3.1 Any community or charitable organisation requesting usage of the parklets must have appropriate insurance in place and provide Council with a copy upon booking.
- 3.2 The relevant rental form (XXXX Application to Hire Street Scapes Seating Trailers) is to be completed by the intending hirers, stipulating the hire conditions and cost involved;
- 3.3 The Street Scape Seating Parklets are only to be placed on Council property to minimise the risk of vandalism;
- 3.4 Council's Urban Design department will be given priority use during street activations;
- 3.5 Delivery, parking, and pick-up will be done by Urban Design staff members only (or appointed Council staff) to ensure trailers are handled appropriately;
- 3.6 Two weeks' notice is to be given (to allow time for cleaning, repairs, maintenance and delivery);
- 3.7 The hire fee per trailer is \$100 (1 day up to 7 days), with an additional fee of \$25 per day for additional days;
- 3.8 Cleaning, delivery and set-up, pick-up and return, will be charged (Please see section 4 - Rental Cost);
- 3.9 A bond charge of \$1000 will be charged per trailer to community and charitable organisations;
- 3.10 All delivery & pick-up will occur only during working hours.
- 3.11 A pre-event inspection check and induction is to be undertaken by Urban Design staff & the assigned Event Coordinator;

- 3.12 A post-event inspection check is to be undertaken by Urban Design staff & the assigned Event Coordinator;
- 3.13 In case of any damages, Urban Design will organise quotes and repairs at the cost of the relevant department or non-profit organisation renting the units. Where applicable, the bond received may be used to cover the cost.

## 4 Rental Cost

| Street Scapes Parklet Rental Fees Per Trailer |                    |            |       |                               |                 |
|---|--------------------|------------|-------|-------------------------------|-----------------|
| Discription                                   | Number of Parklets | Hours/Days | Staff | \$ Rate                       | Total           |
| Pre delivery cleaning                         | 1                  |            |       | \$100.00                      | \$100.00        |
| Delivery and setup                            | 1                  | 1.5        | 2     | \$50.00                       | \$150.00        |
| Picup and return                              | 1                  | 1.5        | 2     | \$50.00                       | \$150.00        |
| Hire fee first week                           | 1                  |            |       | \$100.00                      | \$100.00        |
| Additional Days                               | 1                  | 0          |       | \$25.00                       | \$0.00          |
| Bond (Community and Non profits)              |                    |            |       | \$1,000.00                    |                 |
|   |                    |            |       |                               |                 |
|   |                    |            |       | <b>Cost per Parklet /Week</b> | <b>\$500.00</b> |

## 5 Definitions

None

## 6 Exceptions

None

## 7 Legislation

None

## 8 Related Documents

Application for hire of Street Scape Seating Parklet through Bookable  
 Pre-event Inspection Check (to be finalised)  
 Post-event Inspection Check (to be completed)

## 9 Directorate

Sustainable Development