

Portable Shade Structure Hire Procedures

PURPOSE

These hire procedures provide direction for the loan of portable shade tents made available by Health Promotion Connections Inc (HPC).

SCOPE

The hire procedures apply to not for profit organisations and HPC staff and members from the Bowen and Collinsville region, in order to provide shade and promote the sun safety message.

RESPONSIBILITY

HPC is responsible for ensuring the implementation and community awareness of the hire procedures.

1. DEFINITIONS

HPC staff and members – personnel within HPC who aim to facilitate the implementation and promotion of healthy, social, productive activities within Bowen and Collinsville

Not for profit organisations - charitable and religious organisations, sporting clubs, schools, and the like for events of community interest (not for commercial gain).

2. PROCEDURE

2.1 Background to Shade Structure Initiative

HPC and Tropical Population Health have developed a partnership to support the promotion of skin cancer awareness and prevention at community events in the Bowen and Collinsville region. In addition the promotion of hydration is important at all community events and water should be easily accessible.

2.2 Groups/organisations eligible for loan of HPC Shade Structures

2.2.1 Loan to not for profit organisations

The portable shade tent may be hired to not for profit or charitable organisations such as religious organisations, sporting clubs, schools, and the like for events of community interest (not for commercial gain).

2.2.2 Loan to HPC staff and members

The Portable Shade Tents may be hired by HPC employees and members for events of community interest. The Portable Shade Tents may not be loaned for personal use.

2.3 Priority

Highest priority will be given to Not-for-Profit Organisations for the loan of the Portable Shade Tents

2.4 Procedure for loaning the portable shade tents

2.4.1 Application form

All organisations, employees and members wishing to loan the portable shade tents may obtain an application form by contacting HPC on 074786 5941 or emailing admin@hpcinc.com.au or visiting our website at www.hpcinc.com.au. A signature from the President, Secretary, Principal or authorised person affirming financial responsibility for any damage to the

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marquee(s) must be obtained before returning the application form (fax, mail, in person) to HPC.

2.4.2 Pick up and drop off

Arrangements to collect and drop off Portable Shade Tents to the Organisation with the next booking can be made through the Coordinator HPC.

2.4.3 Payments

A hire fee of \$20 per marquee can be made in cash or cheque and must be paid prior to, or on, the day of pickup. Cheques must be made out to HPC.

2.4.4 Damages

Should the Portable Shade Tent be damaged or soiled on return to the HPC Inc, the cost to repair any damages will be covered by insurance of the organisation responsible for the Shade Tent at the time. Organisations returning the Portable Shade Tents in poor condition may not be considered for future applications.

2.4.5 Indemnity Insurance

Organisations wishing to loan the Portable Shade Tents must have Public Liability Insurance to \$10 million.

A copy of the certificate of currency of the organisation's insurance policy must be sent in with the application form.