

Application to Hire Council Generator

Bookings to be made at your Local Administration Office 48 hours prior to use. All paperwork **MUST** be completed prior to collecting the generator.

Hirer Details

Applicant Name	Contact Person
Postal Address	
Daytime Phone Number	Mobile Number
Email Address	

Hire Details

Hire Dates:	From	To
Time/s Required:	From	To
Purpose		
Collection:	Time	Date

Generator Location:

☐ Alpha	QTY	_____
☐ Aramac		_____
☐ Barcaldine		_____

	Pre Inspection		Return		Comments
General checks around genset for defects and damages	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
General check around trailer for defects and damages	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
Check trailer tow coupling security/defects and damages	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
Check trailer light plug for security and damages	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
Check all tyres on trailer for wear and damages	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
Check all lights on trailer are operational	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
General check inside genset for fuel/oil leaks	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
Check genset is full fuel/post and return. CLEAN FUEL ONLY	☐ No	☐ Yes	☐ No	☐ Yes	
Council to go through/show hirer prestart and shut down checks on genset	☐ No	☐ Yes	☐ No	☐ Yes	
Check to see that all stabilizer legs are in good order and operational	☐ Faults	☐ Ok	☐ Faults	☐ Ok	
Genset to leave in clean and tidy condition and to be returned the same	☐ No	☐ Yes	☐ No	☐ Yes	
Hirer to understand max tow speed is 80KMH	☐ No	☐ Yes	☐ No	☐ Yes	
How is the genset going to be refuelled?			Has genset been returned full of fuel?	☐ Yes ☐ No, if no refuelling fee applies	
Customer (signature)			Customer (signature)		
Staff Member (signature)			Staff Member (signature)		
Date			Date		

Terms Conditions and Fees for 2026 / 2027

Generator Hire	\$355 per generator/ per function/	Hire rate – will be invoiced upon completion of hire
Refuelling Fee	Cost + \$2	If the Genset is returned not full of fuel
Bond	\$500	Must be paid upon booking. It will be returned when all checks are completed OR held in Trust for further use.
Damage Excess	At cost	To be paid by the hirer in the event that damage is incurred whilst the vehicle is in possession of the hirer.

- Bookings will only be accepted when the form is returned completed and signed; along with the Bond and Hire fee
- Bookings are taken on a “first in, first served” basis, although Council does have the first right of use
- Generator application form to be signed by the hirer and for a Community Group a Club Executive
- **A bond is to be paid by all hirers**
- Hirers are to pay applicable hire fees prior to the event unless approval has been given for invoicing
- The Hirer must have NO outstanding hire fees with Council, no hire until all outstanding fees are paid
- The Council reserves the right to withdraw the use of the generator should it be required for a Council function or to promote large scale events e.g. carnivals, shows, variety bashes.
- The Council reserves the right to take back the generator in an emergency situation or for an operational requirement
- Council reserves the right to refuse any group, individual or organisation the use of the Generator
- For any reason you wish to cancel, please notify us at least Forty eight (48) hours prior to your event. Failure to comply will result in full payment being invoiced to the hirer, unless extraordinary circumstances apply as determined by the manager.
- Contact the local Council works Depot to make an appointment to conduct a Pre-Inspection/How to use the Generator.
- Council can deliver the generator (within the township area only) provided that 48 (forty-eight) hours' notice has been given. However, the hirer must arrange to have a Pre-Inspection/How to use the Generator prior to delivery; and delivery fees apply.
- When the Generator is collected from the Council Works Depot, it will be supplied with a full tank of fuel.
- The hirer is to ensure the generator is returned full of fuel. If not returned full of fuel, a refuelling fee will apply.
- Any use of fuel / oil is the responsibility of the hirer.
- Council can collect the generator (within the township area only) provided that 48 (forty-eight) hours' notice is given. Collection fees do apply
- Weekend hire – if the hirer had the Generator on a Friday/Saturday/Sunday (provided the Generator is not required for further hire) the generator is to be kept at the Hirer's residence until Monday morning and then returned to the Depot at 7.00am
- **Hirer must make sure the tow vehicle has electric brakes**
- **Hirer must make sure the tow vehicle has the ability to tow a genset**
- **Genset tare weight is 3000 kg.**
- 3 phase Generator with 10 and 15 amp points available
- **Hirer must always use clean fuel**
- Hirer **must not** do any maintenance or electrical work/modifications on the generator or trailer, other than refuel and daily checks
- Hirers are responsible for the generator and trailer and must ensure there is no damages upon completion of hire. If any damages are found, the hirer is responsible for all costs
- All costs incurred with repairs or damages caused to the generator whilst on the hire will be made payable by the Hirer
- Hirers or any of their participants / attendees **MUST** not contact Council staff after hours OR to contact Contractors for any repairs, maintenance or assistance, as the Hirer will be liable for an after-hours call out fee/s.
- If conditions are breached, Council reserves the right to ban groups / organisations from the future use where the conditions are not adhered to
- The generator must remain in the Barcaldine regional Council area.
- The Hirer is responsible for any breakages or damages to Council property or equipment and the replacement of any missing or damaged items. Any breakages or other faults must be reported to local Council Administration Office at earliest convenience
- **Any issues after hours please call 0428 683 465**

HIRER ACCEPTANCE OF CONDITIONS

Name	Position
Signature	Date

Barcaldine Regional Council is collecting your personal information for the purpose outlined on this form this document will be stored according to the *Privacy Act 2009* in a secure document management system as authorised under the *s.26 of the Public Records Act 2002, The Information Privacy and Other Legislation Amendment Act 2023 (IPOLA)* and updates for the disposal of common and administrative public records created by all public authorities.

OFFICE USE Hire Rate (2026 / 2027) - \$355 per generator / per function **RT- 188 W00000160.0001.0062**

Booking No:	Total Fees	Invoice number
CSO Name	Bond Receipt No	Date