



1. Policy Purpose

- 1.1. The purpose of this policy is to provide, maintain and establish guidelines for one 8 burner Community Barbeque that will be made available to community groups for use within the Town of Sedgewick.

2. Definitions

“BBQ” means the Community Barbeque, a Grill Chef Model BIG-8122 Liquid Propane Gas Grill.

“CAO” means the Chief Administrative Officer for the Town of Sedgewick.

“Renter” means the organization that will be taking control of the Barbeque during the Term.

“Term” means the period of time that the Renter has possession of the Barbeque. The Term shall not end until the Equipment has been returned and accepted by the Town of Sedgewick.

3. Guidelines

3.1. Eligible Renters

The Community BBQ will be rented to community groups, charities and not-for-profit agencies within the Town of Sedgewick on a first-come, first-served basis. The BBQ will not be rented to private individuals or for-profit organizations unless substantial proof is provided that the use is for a fundraiser with all proceeds directed to a registered charity or not-for-profit organization.

The Town of Sedgewick reserves the right to refuse any Renter who is not in good standing with regards to debts owed to the Town or any Renter that does not operate out of the Town.

3.2 Eligible Locations

The Community BBQ must remain within the corporate town limits of the Town of Sedgewick or Town-owned property (i.e. Sedgewick Lake Park) unless otherwise approved by the CAO.

3.3 Bookings

The BBQ will only be booked through the Town office and may only be reserved up to four (4) months in advance of the Term. The BBQ must be reserved at least seven (7) days in advance of the Term. The rental season will be from May 1st to October 15th unless otherwise approved by the CAO.

The BBQ will only be available to rent when it is not otherwise being used by, or needed by, the Town. The Town reserves the right to refuse or cancel a booking under the following circumstances:

- the Town has a need for the BBQ;
- the BBQ is not in a condition to be rented out; or
- the Town does not have sufficient or trained staff on duty to deliver the BBQ.

In these situations the Town will provide as much notice as possible.

3.4 Fees

There will be a minimum charge of \$5 to cover propane costs with costs exceeding this amount invoiced to the Renter. Propane tanks will be delivered at full capacity at the beginning of the rental. There will be no requirement for a damage deposit, but any damage to the BBQ will be invoiced to the Renter.

3.5 Agreement

Renters must enter into and sign a written agreement in order to confirm their booking and prior to the delivery of the BBQ. The Town of Sedgewick will provide cooking utensils and cleaning materials. The Renter is responsible for cleaning the BBQ at the end of the rental Term and returning the BBQ in the same condition that as it was when delivered. Renters will be charged a cleaning fee of \$25 in the event that the BBQ is not returned in a clean condition.

The rental agreement drafted by the Town shall include at a minimum the following terms:

- Description of equipment
- Term of agreement and location of event
- All associated fees and terms of payment
- Restrictions and responsibilities for renting the equipment
- Agreement termination clause
- Indemnification clause
- Equipment inspection form
- Safe operating procedures

3.6 Term

The Term of rental shall not exceed 4 hours unless approved by the CAO.

3.7 Transit

Only Town of Sedgewick staff shall transport the BBQ to and from the event's location.

3.8 Operation

The Renter shall be provided written operating instructions for the BBQ. Town of Sedgewick staff shall also provide verbal instruction on the operation of the BBQ upon

delivery. Usage of the BBQ will not be supervised by the Town of Sedgewick and the Renter shall be responsible for following safe operating procedures during the Term of the rental. Individuals under the age of 16 years old will not be permitted to operate the BBQ. Individuals between the ages of 16 and 18 will require adult supervision in order to operate the BBQ.

3.9 Inspection

A pre and post inspection shall be performed by Town of Sedgewick staff prior to and following each rental. Any damage sustained during the rental, other than normal wear and tear, will be noted and certified by the Renter. The Renter will be responsible for the cost to repair any damage or if required replace the BBQ. Renters are not responsible for damage sustained during transport.


4. Persons Affected

Town of Sedgewick staff and the general public

5. Revision/Review History

TOWN OF SEDGEWICK

Feb. 15, 2018
DATE


MAYOR

Feb. 15, 2018
DATE


CHIEF ADMINISTRATIVE OFFICER