

Equipment Hire Policy



This policy outlines the procedures that must be followed to hire equipment and ensures that the hire of equipment is appropriately managed to minimum damage and misuse.

POLICY

The hire of WORKCENTRE equipment is permitted only with the following conditions:

1. Hire

- a. The Hirer must be known to an employee of WORKCENTRE.
- b. The Hirer must return the equipment in the same condition as it was in when collected.
- c. The Hirer shall not use or permit any hired equipment to be used for any abnormal or hazardous work without written approval from WORKCENTRE.
- d. The WORKCENTRE may take possession of the equipment at the Hirers expense if the equipment is used in violation of the law or if there has been a breach of any terms or conditions of this policy and related documentations.

2. Hire Period

- a. The hire period will commence when the equipment is collected from the WORKCENTRE.
- b. The hirer will sign for the equipment at time of collection and the signature will represent the possession and acceptance of the conditions of hire.
- c. The hire period will continue until the equipment is returned to the WORKCENTRE.
- d. Hire charges shall be billed to the Hirer for the full agreed term even if the equipment is returned before the end of the term.
- e. If the equipment is not returned during or at the end of the term, then the hire charges shall continue on a full term basis for any additional term until the equipment is returned.

3. Equipment

- a. The equipment on hire shall remain the absolute property of WORKCENTRE.
- b. Equipment may be made available for hire at the discretion of the Manager if it does not affect WORKCENTRE's usual operations.
- c. Equipment should be booked in advance if possible at the WORKCENTRE office.
- d. Throughout the period of hire the Hirer shall be responsible for the safe keeping of the equipment and may be liable to WORKCENTRE for the loss of or damage to the equipment.
- e. The Hirer may pay to WORKCENTRE the cost of replacing any lost equipment which has been lost by the Hirer during hire.
- f. A cleaning fee may be applied on items returned unclean.

4. Payment

- a. Payment of any monies payable to WORKCENTRE in respect of any agreement
- b. Between the Hirer and WORKCENTRE shall be made at the office.