

**DATED**

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2017

**TUTAKI YOUTH INCORPORATED**

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**BARBEQUE TRAILER POLICY**

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# Tūtaki Youth Inc. Trust

## **POLICY: BARBEQUE TRAILER POLICY**

*The TET-funded BBQ trailer is well maintained and available to the Stratford community.*

Date First Issued:	January 2015
Review Dates:	December 2017
Next Review Date:	December 2018
Responsibility:	All Staff
Authorised By:	General Manager
Version:	2
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### **1. POLICY STATEMENT**

- 1.1** Tūtaki is committed to ensuring that the TET-funded BBQ trailer is available to the Stratford community.
- 1.2** Tūtaki will undertake all maintenance and ensure that the BBQ trailer is registered and warranted.
- 1.3** Priority of use will be given to those wishing to use the BBQ trailer within the Stratford area.
- 1.4** Other individuals / groups may use the BBQ trailer as long as the required payment/s are made and processes followed.

### **2. DEFINITION**

#### **2.1 Stratford Hire User**

Any individual / group who requires the BBQ trailer within the Stratford area – between and including Midhirst, Eltham, Kaponga and Toko.

#### **2.2 Other Area Hire User**

Any individual / group who requires the BBQ trailer outside the Stratford area – outside of and not including Midhirst, Eltham, Kaponga and Toko.

### 3. POLICY

- 3.1 The TET-funded BBQ trailer will be available for hire through Tūtaki using a booking system.
- 3.2 The BBQ trailer will be provided to Users in a clean condition. All Users are required to return the BBQ trailer in the same condition as it was received in.
- 3.3 A payment of \$50 is required by all users prior to picking up BBQ. \$25 will be returned to NGO's upon returning the BBQ.
- 3.4 KM travelled will be charged for at 22 cents per KM for all Other Area Hire Users. This is payable upon the trailer's return.
- 3.5 Tūtaki reserves the right to accept a donation from the User as payment for use.
- 3.6 All users are liable for any damages incurred during their use of the BBQ trailer and to pay the insurance excess.
- 3.7 At pick up and drop off a Tūtaki staff member and the User will inspect the BBQ trailer. Any differences between inspections will be identified and dealt with accordingly.
- 3.8 All Users are required to follow the required process for hire as detailed in The *BBQ Trailer Booking Procedure* manual.
- 3.9 An equipment kit containing BBQ utensils and food preparation supplies (e.g. aprons, gloves, cooking paper, foil etc) may be hired for a small fee. The contents must be cleaned and returned with the BBQ trailer.

Adoption Date: December 2017

Approved by: 

Ellen Hall  
General Manager

## APPENDIX ONE

### BBQ TRAILER BOOKING PROCEDURE

#### 1. BOOKING

- 1.1 Community User requests booking through [office@tutaki.org.nz](mailto:office@tutaki.org.nz).
- 1.2 Administrator provides BBQ Trailer Loan Form to User for completion.
- 1.3 Upon receiving completed BBQ Trailer Loan Form, booking is secured within BBQ Trailer Booking System by Administrator.
- 1.4 Initial payment for use is as follows and payable to the Administrator:  
  
Stratford Hire – \$50 bond  
  
Other Area Hire – \$50 bond and \$75 fee

#### 2. PICK UP / DROP OFF

- 2.1 Administrator liaises with User to pick up BBQ Trailer during office hours.
- 2.2 User and Tūtaki staff member inspect the BBQ Trailer together at the time of collection. The BBQ trailer is picked up using the Orlando Street Entrance.
- 2.3 NOTE: Other Area Hire Users are required to record KM travelled.
- 2.4 User and Tūtaki staff member inspect the BBQ trailer together at the time of return. The BBQ Trailer is returned using the Orlando Street Entrance during office hours.

#### 3. PAYMENT FOR USE

##### 3.1 Stratford Hire

Stratford Hire User to return Orlando Street Entrance Key to Administrator. If the BBQ Trailer passes inspection, the \$50 bond is returned to the Stratford Hire User.

##### 3.2 Other Area Hire

Other Area Hire User to return Orlando Street Entrance Key to Administrator. If the BBQ Trailer passes inspection, the \$50 bond is returned to the Other Area Hire User. KM travelled are reported to Administrator and payment is made.

**APPENDIX TWO**



# BBQ TRAILER LOAN FORM

Date of Hire:			Trailer Plate #: <b>W65N</b>		
Hire Period: <i>If you experience delays or are finished with the trailer ahead of schedule, please inform Tūtaki promptly on 06 928 4517.</i>					
Time BBQ Trailer out:			Date and Time BBQ Trailer in:		
Checked out by:			Checked in by:		
Central and South Taranaki Hire User Bond: \$50 <i>* Area does not include New Plymouth. * Bond fully refundable when trailer is returned undamaged and on time.</i>	Y / N	Paid:	KM travelled: 22c/km		To Pay: Paid:

This BBQ is community funded. Any donations for its upkeep are greatly appreciated.	Donation: Y / N	Paid:
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Customers Name:			
Address:			
Home Phone:			
Drivers Licence #	Exp:	Vehicle # Plate:	Make/model:

If you require the use of BBQ utensils and food preparation supplies (e.g. aprons, gloves, cooking paper, foil etc), Tūtaki can supply a kit for a small fee. The contents of this kit must be cleaned and returned with the BBQ trailer.	Hire Equipment Kit Y / N	Hire Fee for Kit: \$10 Paid: Y / N
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CHECKLIST	IN		OUT	
	Y	N	Y	N
BBQs and surrounding areas cleaned and all food and fat removed				
Equipment cleaned and returned				
Gas Bottles adequately filled and closed off properly				
Fire Extinguisher used				
Registration and WOF current and in place				
Drawbar and lights undamaged				
Light connections operational				
Safety chain/shackle in good condition				
Tyres/tread in good condition				
Undamaged				
List Damage:				

## CONDITIONS OF LOAN

1. Insurance while trailer on loan is solely the responsibility of the user.
2. Tūtaki Youth Inc. is not responsible for any damage to property or injury to any person(s) arising out of the use of the BBQ trailer while on loan to the user.
3. Children must be supervised around the BBQ trailer.
4. This BBQ trailer is for community use.
5. In compliance with safety guidelines and LTSA requirements:  
The driver confirms that the towing vehicle and tow bar are suitable to tow the trailer and its load.  
The trailer coupling, light connector, and safety chain must be connected to the vehicle when transporting the trailer.
6. The BBQ trailer must be parked on flat ground away from buildings in a well-ventilated area.
7. The BBQs can be used while the trailer is connected to the vehicle or the trailer can be removed from the vehicle while the BBQs are in use. If the trailer is not connected to the vehicle, the jockey wheel should be used to ensure the trailer is secure and safe.
8. The BBQ trailer must be cleaned and returned to Tūtaki Youth Inc., 88 Juliet Street, Stratford, as soon as possible after use, and must be checked in by a Tūtaki Youth Inc. staff member.
9. Any damage incurred while the BBQ trailer is on loan to the user must be reported to the General Manager at Tūtaki Youth Inc. immediately upon return of the BBQ trailer.
  - a. All damage to the BBQ trailer will be repaired by Tūtaki Youth Inc. and any cost for repairs may be charged to the user responsible for the trailer at the time it incurred damage.
10. An agreed period of loan will be established between Tūtaki Youth Inc. and the user. In the event that the user fails to return the BBQ trailer within the agreed timeframe a charge of \$10 per hour or part thereof will be made.

*Your cooperation is appreciated so that this facility is available for as many community members as possible.*

I have read, understood and accept all terms and conditions of this agreement. I accept full responsibility for this trailer while it is on loan to me and agree to return this trailer in the same condition which it was borrowed. I understand that I am responsible for paying all costs to rectify any damage caused while the trailer is on loan to me and agree to pay the stated rate if the trailer is not returned within the specified time.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

*Please return this form completed to Tūtaki Youth Inc., 88 Juliet Street, Stratford or via email to [office@tutaki.org.nz](mailto:office@tutaki.org.nz)*

*If you have questions or concerns, you can contact us via the above email or call us on 06 928 4517.*