

Hydration Station & Portable Drinking Fountain Booking Guidelines



Central Highlands Water (CHW) has both a mobile hydration station and portable drinking fountains available to supply drinking water at community events.

The hydration station and drinking fountains are available for booking by community groups, sporting clubs and non-profit events in the CHW service area.

To be eligible to apply to book the hydration station: *The hydration station is only offered to events with expected attendances of more than 500 participants or four hours duration (if your event is going to run for more than one day please contact CHW to discuss)*

Event overview:

- Events must take place in the CHW service area – CHW will check location of all events against a map of the service area. Events outside the service area may not be supported
- Events must be non-profit community events
- Events must be outdoor, or have a significant outdoor component
- Successful applicants may not be eligible for any other form of CHW sponsorship for the same event
- **Bookings must be made using the CHW Hydration Station & Portable Drinking Fountain Booking Form at least four weeks prior to your event**
- All bookings will be subject to a pre-event site inspection by a CHW representative or its contractor to ensure suitability of site and access
- Currently, only one community booking per month is being accepted (unless otherwise notified by CHW)
- All applicants must provide a Certificate of Currency as evidence of current Public Liability insurance with a minimum sum insured of A\$10million at the time of booking form lodgement with CHW
- No advertising, or commercial material, is to be placed on, or attached to, the hydration station
- Water supplied by CHW's hydration station & Portable drinking fountain must not be sold
- All applicants must sign and return a completed booking form to CHW at least four weeks prior to the event taking place
- The event operator will be liable for any damage caused to the units whilst located at the event.

Please note, in the event of an emergency, the hydration station may be needed to supply water to CHW towns – in this case, the hydration station may become unavailable at short notice or may be removed from your event prior to the event's completion.

Applicants should note that due to limited resources, Central Highlands Water will not always be able to approve all hydration station applications which meet the published guidelines.

If you would like further information about booking the hydration station, visit chw.net.au, phone the Communications & Engagement team on 1800 061 514 or email us at info@chw.net.au

Central Highlands Water will consider sponsoring events that clearly define:

- Benefits to Central Highlands Water
- A plan to achieve objectives
- A defined target audience/group
- Specific achievable outcomes
- A monitoring/evaluation plan

Types of events which will generally not be considered for hydration station bookings include:

- Events which do not provide opportunities for the promotion of Central Highlands Water
- Individuals or unincorporated groups/bodies, which do not have an Australian Business Number
- Applicants unwilling to provide sufficient details on the proposed program
- Events intended to provide private profit or gain
- Organisations that have not fulfilled previous sponsorship obligations
- Retrospective funding or budget deficits
- Water companies with competing interests
- Events that involve gambling
- Beauty contests/pageants
- Events which discriminate against any persons, organisations or groups
- Events which exploit animals
- Events that have limited audience appeal or organisations that do not function for the wider benefit of the community
- Donations to any individuals, groups or organisations. Donations may only be made during times of significant disaster where the donation will assist a general community to recover from adversity
- Organisations that have other water related sponsors or providers
- Events that promote or encourage socially unacceptable behaviour

Assessment of application

Application forms are assessed by Central Highlands Water according to the criteria outlined in these Guidelines at their absolute discretion. Other criteria used to assess applications include:

- Proposed benefits to the whole community
- The relationship between the event/hydration station/ Portable drinking fountains use and the proposed benefits to Central Highlands Water
- The applicant's demonstrated ability to manage the event
- The completion of all previous contractual obligations on behalf of the applicant

PLEASE NOTE: Not all events which satisfy the assessment guidelines may be successful – bookings will also be determined on availability of the hydration station or the portable drinking fountain.

Booking Form



Please complete all sections of this application (including a site plan/location map) as well as the Terms of Use and return to Central Highlands Water (CHW) **at least four weeks prior to your event.**

Expected number of Attendees at this event:

Contact details

Contact Name	
Position	
Organisation	
Postal Address:	
Phone:	
Mobile:	
Email:	
Please outline your organisation's current and proposed major functions	

Event Details

Name of event		
Type of event <i>(community festival, sporting event, etc)</i>		
Date/s of event		
Time of event		
Preferred delivery time of Hydration Station	<u>Day and Date</u>	<u>Time</u>
Preferred dismantle time	<u>Day and Date</u>	<u>Time</u>
NOTE: The hydration station may require at least an hour to set up prior to use.		

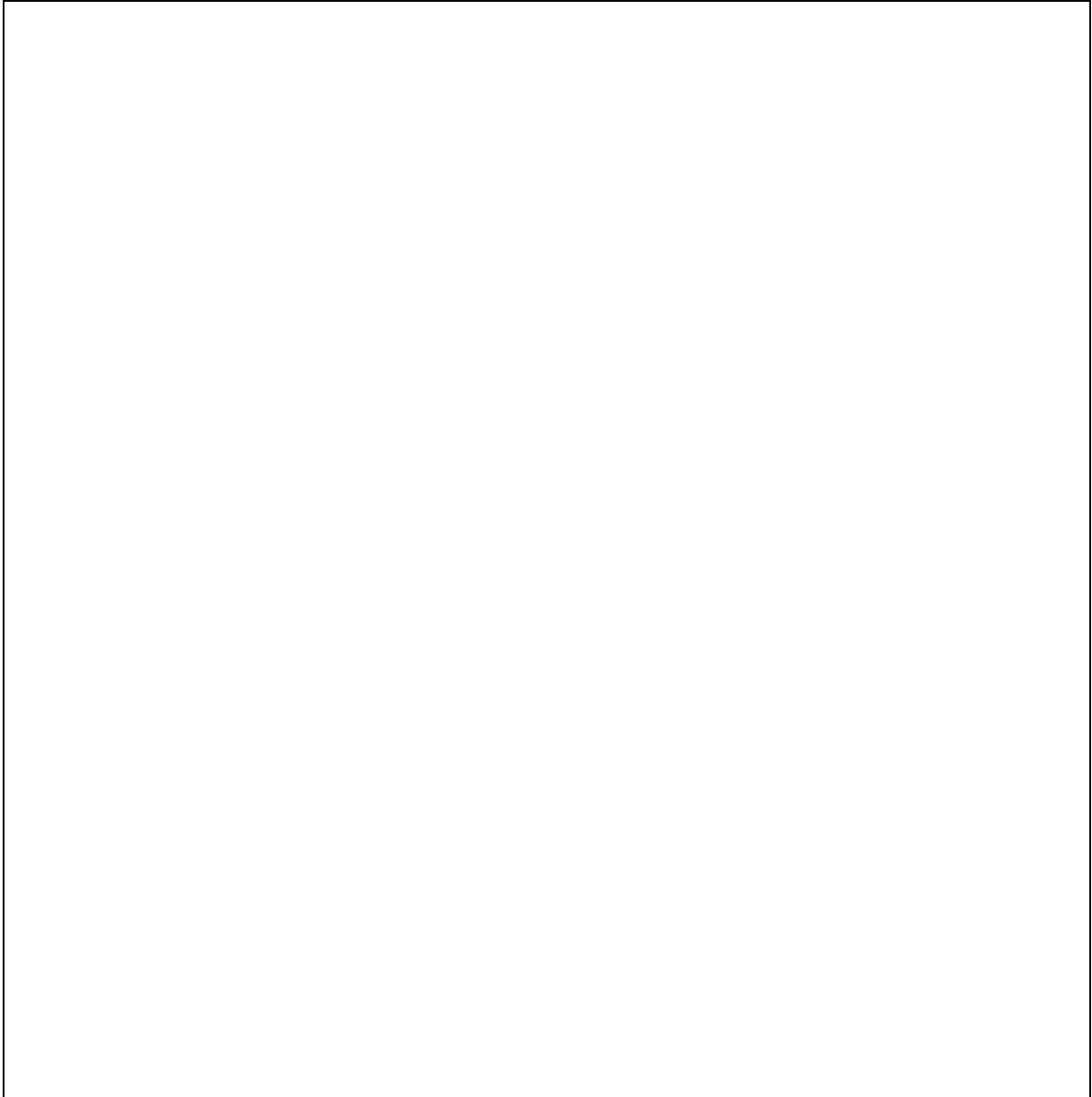
Will the event have security?	YES / NO
<i>For events longer than one day, will there be security overnight?</i>	YES / NO
Organisation hosting event	
Please outline the organisation's current and proposed major functions	
Purpose of event	
Details of any other sponsoring organisations	
How many people are expected to attend?	
Is the event open to the public?	YES / NO
<i>If no – who is the event for?</i>	
Is there an entry cost?	YES / NO
<i>If yes – what will the profits be used for?</i>	
What are the benefits to CHW of sponsoring this event?	
What promotional opportunities are provided to acknowledge CHW sponsorship of the event?	

Location details

Location of event:	
Site Address:	
VicRoads map reference:	

Site Map

Please draw below (or attach a separate sheet of paper) a detailed plan of the event site showing the proposed location of the hydration station, taps/hydrant points and access points (including roads).



Public Liability Insurance

Please attach a copy of your public liability insurance Certificate of Currency.

Your request will not be processed unless this is received.

Please sign below

Signed	
Print name	
Position/Title	
Date	

Please return completed documents to:

Mail Hydration Station Bookings
Central Highlands Water
PO Box 152
BALLARAT VIC 3353

Email info@chw.net.au

Fax 03 5320 3299

For further information contact CHW's Communications & Engagement team on 1800 061 514.

Please also complete, sign and return the attached Terms of Use.

Note: This is not a confirmation of your booking – CHW will firstly assess your application and will provide written confirmation by return of a fully signed Terms and Conditions form if successful.

<u>Office Use Only</u>		
	<u>Date</u>	<u>Signature</u>
Booking received		
Booking approved YES / NO		
Organiser notified of outcome		
Contractor confirmed		
Site inspection carried out		
Amendments to site plan made (if required)		
Added to web calendar		

TERMS OF USE FOR CHW HYDRATION STATION ("Terms of Use")

ORGANISER	
EVENT	
VENUE	
WATER SOURCE <i>(including connection to that source)</i>	
PERIOD OF USE	

RECITALS

- A. Central Highlands Region Water Corporation ABN: 75 224 340 348 (the "Owner") is the owner of a mobile drinking water Hydration Station which incorporates a mobile trailer, water troughs, taps and fountains (the "Hydration Station") designed to provide drinking water for use by the public at events attended by the public (the "Use").
- B. The Organiser has asked the Owner and the Owner has agreed to make the Hydration Station available for the Use at the Venue for the Event on the basis that water will be supplied from the Water Source set out above.
- C. The Parties have agreed on the following terms and conditions covering the Use of the Hydration Station under these Terms of Use.

AND THE ORGANISER ACKNOWLEDGES AND AGREES THE FOLLOWING:

1. It is the Organiser's responsibility to arrange for any approvals, permits, licences permission, access or any other arrangement required to:
 - (a) bring the Hydration Station onto and allow the Hydration Station to remain at the Venue for the Use; and
 - (b) connect the Hydration Station to the Water Source.
2. Without limiting clause 1, where the Hydration Station is to be connected to a water main or other asset of the Owner, the Organiser shall seek the Owner's approval for that connection. However where such connection is to a water main or other asset of a water corporation other than the Owner, the Organiser shall seek the written consent of the appropriate authority and provide such consent to the Owner upon request.
3. The Organiser must ensure that the Owner has convenient access and all necessary permission to deliver the Hydration Station to the Venue, connect the Hydration Station to the Water Source, disconnect the Hydration Station from the Water Source at the conclusion of the Event and remove the Hydration Station from the Venue at the conclusion of the Event, or as required during an emergency event.

4. a) The Owner shall not charge the Organiser for water supplied to the Hydration Station from a water main or other asset of the Owner however, the Organiser acknowledges that it may be charged by third parties for water supplied from another source.
- b) The Organiser is responsible for all fees and charges incurred with respect to any approvals, licences or permits and with respect to the supply, use and any drainage of water supplied from the Water Source.
5. Subject to this clause, the Owner is not responsible for the supply, continuity of supply, quality or flow rate of water supplied from any Water Source other than a water main or other asset of the Owner. Where water is supplied from a water main or other asset of the Owner, the Owner shall meet the standards for water quality contained in clause 4.4.1 of the implied Customer Contract under section 19 of the Water Industry Act, but does not guarantee continuity of supply or flow rate. Where the Hydration Station is connected directly into a water main or other asset of the Owner, the standard for water quality to the outlet of the taps and fountains of the Hydration Station is the responsibility of the Owner. Where the Hydration Station is connected to the water main or other asset of a person other than the Owner which in turn is connected to the water main or other asset of the Owner, the standard for water quality to the outlet of the water main or other asset of the Owner just before connection to the other asset is the responsibility of the Owner. The obligations of the Owner in this clause are subject to compliance by the Organiser with clauses 6, 7 and 8.
6. The Organiser shall ensure that water supplied from the Water Source, other than the mains water supply of the Owner, complies with the Australian Drinking Water Guidelines 2011 and shall provide evidence of compliance to the Owner upon request. Where the water is supplied from the Owner's water main or other asset, but an asset of a person other than the Owner connects the Hydration Station to the water main or other asset of the Owner, then the Organiser shall ensure that the intervening asset does not detract from the quality of the water as at the outlet of the water main or other asset of the Owner as supplied by the Hydration Station.
7. The Organiser must only use the Hydration Station for the Use and must not connect, disconnect or move the Hydration Station without the express permission of the Owner.
8. The Organiser is wholly responsible for the safety and security of the Hydration Station while at the Venue, or while it is in the care, custody or control of the Organiser, and must ensure that the Hydration Station is not contaminated, defaced, damaged or destroyed in any way, (fair wear and tear excepted).
9. The Organiser indemnifies the Owner on a continuing basis against all loss and damage to (including contamination of), the Hydration Station (fair wear and tear excepted), which occurs during the time the Hydration Station is situated at the Venue, or while it is in the care, custody or control of the Organiser, including partial or total loss occasioned through theft, fire, vandalism, wilful damage or negligent use of any kind, or resulting from any negligent act or omission. This clause survives expiry or termination of these Terms of Use.
10. The Organiser indemnifies and releases the Owner on a continuing basis against all liability, claims, proceedings, loss, damage, charges, expenses and costs of every description which arise from the breach of these Terms of Use by the Organiser or its employees, agents, contractors or subcontractors or the negligence of the Organiser or its employees, agents, contractors or subcontractors. This clause survives expiry or termination of these Terms Of Use.

11. The Organiser shall maintain for the period of use a public liability insurance policy with a limit of not less than \$10,000,000 for any one occurrence and a deductible of no more than \$5,000 for any one occurrence. The insurance policy shall cover loss, damage and destruction to any property and personal injury to and death and illness of any person, howsoever caused. The insurance policy shall also note these Terms of Use on the policy. The insurance policy shall be with an insurer (“the insurer”) and in terms approved by the Owner, which consent shall not be unreasonably withheld. The Organiser shall provide proof of the insurance policy to the Owner on request.

12. In the event any loss or damage arises to the Owner from any such cause arising from a breach of these terms or due to damage arising from the Use, the Organiser shall make immediate application to claim from the insurer any loss or damage sustained by the Owner however hereby undertakes and acknowledges that they shall be liable for any shortfall or delay arising from recovery of the loss or damage by the Owner from the Organiser.

EXECUTED by the parties as an agreement:

ACCEPTED by

Signature of authorised person/s * : _____

Position held: _____

Name of the authorised person: _____

Date: _____

*The Organiser is to insert their relevant sealing clause above with the appropriate number of signatures as required by their Constitution or Rules and a seal if required. The Owner hereby relies on those persons signing on behalf of the Organisation as validly binding the Organisation

ACCEPTED by Central Highlands Water:

Signature of authorised person: _____
(General Manager or Managing Director)

Position held: _____

Name of the authorised person: _____

Date: _____