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**Memorandum of Understanding**

**Hire/Loan of the Council Equipment**

(not including motor vehicles or plant)

**Between Greater Hume Council and [Hirer/Other Party]**

1. **Purpose**

This Memorandum of Understanding (MOU) recognises and formalises the mutually beneficial relationship between Greater Hume Council and **[Hirer/Other Party]** for the purpose of hiring/Loaning of the Greater Hume Councils Equipment being: **[equipment being hired/loaned]**.

1. **Scope of the Partnership**

Greater Hume Council will provide the use of the **[equipment being hired/loaned]** for **[purpose]**on **[Day Month Year]**.

**Definitions**

MOU – Memorandum of Understanding

GHC – Greater Hume Council

1. **Agreed Principles**

We hereby agree and commit our respective agencies to operating according to the following agreed principles of the MOU as set out below:

1. **Aims and Objectives**

The main aim and objective of this partnership is to provide the **[Hirer/Other Party]** with Greater Hume Council **[equipment being hired/loaned]** for a **[proposed use/purpose]** on **[Day Month Year]**.

The results all parties want to achieve:

* A successful community Event
* The continued use of the **[equipment being hired/loaned]** to benefit the residents in the Greater Hume Council Local Government Area and
* A strong partnership formed between the Greater Hume Council and the community

1. **Role and Responsibilities**
2. **Greater Hume Council**

* To provide the use of **[equipment being hired/loaned]**.in good condition
* To supply instructions on the operation of the **[equipment being hired/loaned]**.
* For appropriate GHC staff to provide guidance on the process of using the **[Equipment being hired/loaned]**.

1. **[Hirer/Other Party]**

* **[Hirer/Other Party]** will organise with GHC staff the pickup and drop off locations for equipment.
* **[Hirer/Other Party]** will provide insurance for **[equipment being hired/loaned]**. whilst in their possession to the value of $**[insert value]**
* **[Hirer/Other Party]** will also undertake any risk assessments required for their organisation.
* **[Hirer/Other Party]** will be responsible to ensuring all Equipment returns to Greater Hume Council in working condition and to report any damages. Equipment should also be neat and tidy.

1. **Resources and Products**

**Financial arrangements**

[insert details]

**Communication and exchange of information**

Information obtained from the group will be shared between Greater Hume Council and **[Hirer/Other Party]** for the purpose of evaluating and planning future programs, applying for funding and statistical purposes.

**[Hirer/Other Party]** will book the **[equipment being hired/loaned]**. following the bookings procedure detailed below

**Procedure**

* Contact GHC 02 6036 0100
* A MOU will be produced by the GHC staff and sent to **[Hirer/Other Party]**

**7. Publicity**

Any promotion that **[Hirer/Other Party]** produces will have to acknowledge Greater Hume Council by displaying the GHC logo

**Settlement of disputes**

1. Any disputes that arise will be dealt with initially between parties concerned. Issues will be discussed and an action plan developed to address and eliminate the issues.
2. If issues are unable to be resolved a third party mediator will be required to work with all parties until resolved.

**8. Evaluation and Review**

Not Applicable

**The terms of the agreement**

This agreement will be terminated on **[Day Month Year]** or sooner upon return of **[equipment being hired/loaned]**.

Any amendments to the MOU will need to be put in writing to the other partnering body and any changes will be negotiated during a review

**Authorisation**

In signing this MOU, the signatories will strive to reach to the best of their ability the objectives stated.

**11. Signatories**

**Greater Hume Council**

Position:

Name:

Signature: Date:

**[Hirer/Other Party]** *Authorised Person*

Name:

Signature: Date: