District Council of Yorke Peninsula

Principal Office: 8 Elizabeth Street, Maitland – Telephone (08) 8832 0000

ALL CORRESPONDENCE: PO BOX 88, MINLATON SA 5575

Email: admin@yorke.sa.gov.au – Website: www.yorke.sa.gov.au
Fax: (08) 8853 2494

Branch Office	Branch Office	Branch Office
18 Main Street	15 Edithburgh Road	Player Street
MINLATON	YORKETOWN	WAROOKA
Phone: (08) 8853 3800	Phone: (08) 8852 0200	Phone: (08) 8854 5055

SF134 PORTABLE TOILET BOOKING FORM

Type of function: .....

Name of hirer: .....

Contact person: .....

Telephone No. .....

Mailing address .....

.....

Date(s) of Function .....

Pick-up Date Mon – Fri (Collection time arranged by contacting Nick Hoskin on 0419 817 975).....

Return Date Mon – Fri (Return time arranged by contacting Nick Hoskin on 0419 817 975) .....

Hire fee of $50/day of use has been paid **Y/N** **(Fee must be paid prior to collection)**

Bond of $100 has been paid **Y/N** **(Fee must be paid prior to collection)**

STAFF: PLEASE ENSURE DETAILS ARE PLACED ON PORTABLE TOILET REGISTER
S Drive/Secretaries/Hall & Meeting Bookings/Portable Toilet Bookings

A list is attached of fees and charges applicable to the portable toilets available for hire. I have read, and agree to comply with, the District Council of Yorke Peninsula Conditions of Hire.

Signature: .....Date:.....

Date .....

Return of Toilets

Completed at Minlaton Depot

Date of Return: .....

Consumables Replaced: **Y/N**

Condition: ☐ Poor
☐ Average
☐ Good

Authority for Bond to be released: Signed.....

Printed Name .....

Completed at Minlaton Office

Bond of $100 has been refunded: **Y/N**

Signature of Hirer:.....

Printed Name:.....

Signature of Council Staff: .....

Printed Name:.....

~ Building a quality future for our Communities ~

CONDITIONS OF HIRE

1. All bookings must be made through the Council, at any Council office, by completing SF134.

   Telephone bookings will be accepted, please forward a copy of SF134 to the hirer for completion and return to PO Box 88, Minlaton 5575 within 7 days to confirm booking. On receipt of the completed booking form a copy is to be forwarded to the Minlaton Depot pigeon hole at the Minlaton Office.

   Please ensure that the booking details are transcribed into the excel booking table located under Secretaries\Hall and Meeting Bookings\Portable Toilet Bookings and then the form may be filed in the Portable Toilet Booking folder located at the Minlaton Reception Counter.

2. A bond of $100 is payable by all hirers and must paid at the **Minlaton Office** before collection and may be collected at the **Minlaton Office** once the returned toilets have been inspected.

3. Toilets need to be collected and returned to the **Minlaton Depot**.

4. Organisations or private users are responsible for any damage or misuse of the facilities.

5. Water and paper are to be provided by the hirer.

6. The toilets must be returned in clean condition and emptied of **all** waste and fluids.

   Suggested methods of disposal are:

   - via hirer's own septic system
   - at one of Council's designated caravan and camping dump sites – Maitland (Showgrounds) & Ardrossan (At the Tennis Court facility)
   - by a registered/licensed septic tank cleaner

7. The toilets must be returned to the **Minlaton Depot** on the first working day following the event date.

FEES AND CHARGES

1. Hire fee of $50/day of use (GST Inclusive). For exemptions see point 3.

2. The bond of $100 is payable by all hirers and must paid at the **Minlaton Office** before collection and upon return and once inspection by an authorised officer of Council at the **Minlaton Depot** the bond may be collected at the **Minlaton Office**.

3. Non-profit organisations who undertake community work may use the toilets free of hire charge, but payment of a bond by these groups is still required.

   The following is a reference list of the exempted organisations, but it is not exclusive. Clarification or submission for exclusion may be made to the Chief Executive Officer, Director – Assets & Infrastructure Services or officers given delegated authority.

   - Progress Associations
   - Service Groups
   - Scouts and Guides
   - Church Groups
   - Minlaton Show Society