

MEMORADUM OF UNDERSTANDING

Between

Shire of Cranbrook

and

**Tenterden Agricultural Institute Inc. and
Tenterden Volunteer Bush Fire Brigade**

Purpose

The above listed parties will cooperate to maintain and manage the Tenterden Fire Station and Tenterden Hall and associated facilities.

The purpose of this Memorandum of Understanding (MOU) is to document the conditions under which the proposed Tenterden Fire Station and Tenterden Hall will be managed. The MOU outlines in detail the roles and responsibilities of each of the signatories to the document.

Property & Ownership

This MOU governs the land and all improvements on Reserve 13988 (lot 501 on Deposited Plan 57738) Trimmer Street, Tenterden. The area of the land concerned is 8,023m².

Term

The MOU will remain in force until modified, or replaced by another agreement, through the mutual agreement of both parties.

Amendment Process

Either party wishing to request amendment to this agreement shall provide the other party with a minimum of twenty-one (21) days written notice. No amendment will be made to the MOU without the written agreement of both parties.

ROLE OF THE SHIRE OF CRANBROOK

The Shire of Cranbrook is responsible for:

- Insurance of Building and Contents.
- All electricity, gas, and water bill charges.
- All building maintenance including fire extinguisher service, pest inspections and control (internal & external), air condition service, gutter cleaning, carpet cleaning, electrical and plumbing and scheduled painting external and internal.
- Payment of all taxes and charges relating to the building such as FESA levy, property rates, and rubbish charges.
- Payment of communications or any other expenses relating to fire fighting and fire prevention activities conducted from the facility.

ROLE OF THE TENTERDEN AGRICULTURAL INSTITUTE

The Tenterden Agricultural Institute is responsible for.

- Taking bookings and receiving income for the use of the facility.
- Provide building access to hirers of the facility.
- Ensure building security is maintained after hirers' use.
- Ensure Hall, kitchen, and toilets are kept clean.
- Maintaining all gardens and grounds.
- Maintain Tenterden Agricultural Institute owned equipment/contents.
- Inform the Shire of Cranbrook of any incidents, accidents or building damage at the earliest.

ROLE OF THE TENTERDEN VOLUNTEER BUSH FIRE BRIGADE

The Tenterden Volunteer Bush Fire Brigade is responsible for.

- The Tenterden Volunteer Bush Fire Brigade is entitled to the use of all facilities free of charge.
- Shall retain priority use of the facility, however, will operate in a cooperative manner with the Tenterden Agricultural Institute to facilitate fair community access to the facility.
- Will maintain the Fire Shed in a neat and tidy condition.
- Will ensure building security is maintained after brigade activities.

OTHER

- In the case of an emergency, the Shire of Cranbrook is entitled to immediate use and access of the facility.

SIGNATORIES

Linda Gray
Chief Executive Officer
Shire of Cranbrook

Date _____

Kylie Tomlinson
President
Tenterden Agricultural Institute Inc.

Date _____

Jason Watterson
Captain
Tenterden Volunteer Bush Fire Brigade

Date _____