

# Portable Water Station Hire Request Form



Privacy Notice: Council deals with your personal information in accordance with law including the *Information Privacy Act 2009*.

This form is to be completed by a not-for-profit or community organisation when requesting to hire a portable water station. A \$200 bond is payable upon hire of the portable water station which will be refunded once the portable water station is returned to Council in a satisfactory condition. Pick up location is from Rockhampton Regional Council's City Hall only.

P: 07 4932 9000 | E: [enquiries@rrc.qld.gov.au](mailto:enquiries@rrc.qld.gov.au) | W: [www.rrc.qld.gov.au](http://www.rrc.qld.gov.au) | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766

Customer Details			
Organisation name (if applicable):			
Contact name:			
First	Middle	Last	
Postal address:			
Street number and name		City	State Postcode
Preferred contact number:		Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)			
<i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i>			
Proof of ID (Please note only one form of identification is required – a photo copy must be provided at the time of lodgement)			
ID type:	ID number:	Expiry date:	
Declaration			
I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability. I declare that I will return the Meet Pat Portable Water Station in the same condition as when it was picked up. I will ensure that all of the parts have also been placed back inside of the Meet Pat Bag in line with the itemised list provided in the Meet Pat bag. I acknowledge that if this is not the case, then RRC reserves the right to retain the payable bond.			
Name:	Signature:	Date:	
Event Details			
Event name:		Event date:	
Location of event:			
Collection date:		Return date:	
Is your organisation not-for-profit, a community group or a school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How many people will be attending the event?			
Payment Details for Refund of Deposit			
Account name:		Bank name:	
BSB:		Account number:	
Fees and Charges			
For a full list of fees and charges please refer to Council's <a href="#">Fees and Charges Schedule</a> .			
<b>OFFICE USE ONLY</b>	Date lodged:	Date paid:	Amount paid:
	Receipt number:	CSO:	Ref: PAT/

## Payment Information

**In person** | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

**By phone** | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

**By post** | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.

**eServices** | Payments can be made via the Council website <http://www.rockhamptonregion.qld.gov.au/Home> using the Access eServices option from the home page. Booking number and invoice will be required (required format will be Booking Number eg. 123, Inv. 456 amount).

# FACT SHEET

## Portable Water Station Hire

### Meet Pat

“Pat” is simply tap backwards.

Pat is a portable water station that encourages people to drink water and reduces landfill by allowing people to reuse or bring their own water bottles. Patrons can fill up with fresh clean water and help the environment at the same time. Pat is also wheelchair accessible.

It is simple; plug into a potable water tap and you will get great tasting filtered water. Pat will tell you how many plastic water bottles you have saved from landfill at the end of the event. It is suitable for both indoor and outdoor applications.

### Pat at your event

Contact Council to check availability. Council owns two Pat Portable Water Stations.

Once we confirm Pat is available, you will need to submit an application and pay a \$200 bond to secure your booking. The bond will be returned to you once the portable water station is returned to Council and inspected that all pieces are in good working condition and back in the storage bag.

Pat is subject to availability. Priority will be given to community events and groups, schools and not-for-profit organisations. Please remember to let your attendees know to bring their own water bottles so that Pat will be a success at your event.

### When and where can I pick up Pat?

Pat can be picked up between 8am – 5pm Monday to Friday at Rockhampton Regional Council’s Customer Service Centre, 232 Bolsover Street, Rockhampton. Please note, Pat cannot be picked up or returned over a weekend.

Pat weighs approximately **20kg** and comes in a bag with wheels for convenience. Please take care when handling this item. The bag is 1.3 metres long and will not fit in some vehicles, so please ensure an appropriate vehicle is used to collect Pat. A flag and flag base also comes with the unit. It is recommended the flag is used in conjunction with Pat, so people at your event can find the water station.

### Is Pat hard to set up?

Pat is easy to set up. The portable water station also comes with a flag that can be used if required to assist people in finding the portable water station at your event. Council will not be held responsible if you cannot set up the portable water station. Instructions are included in the following pages and an online link can also be found here that shows how to install this portable water station:

<https://www.meetpat.com.au/portable2017/>

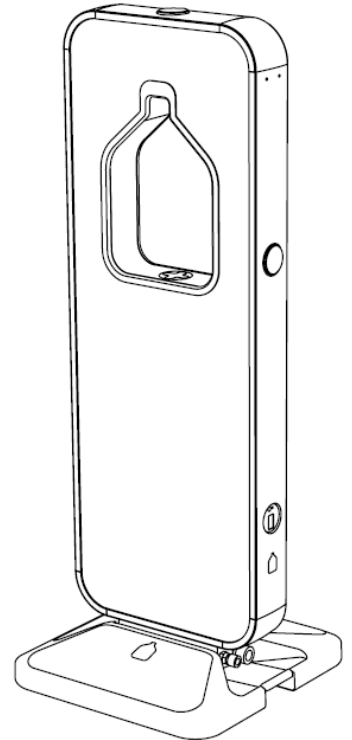
Plug the supplied hose into Pat and connect to the nearest water tap (you will need to ensure it is a **potable water source** and plan in advance where your nearest tap is before setting up). Please note some Council taps may be vandal proof and will require a tap key; this will be included within the Pat carry bag. The blue drinking water hose supplied is 10 meters long and you need to ensure that it will not be a tripping hazard during your event. Units need to be close to a drain for any excess water that comes out of Pat.

Refer to Set Up instructions below before use.

### After the event

Turn off the water tap and follow the Pack Down instructions below. Please wipe down the unit to ensure it is dry. Allow water to drain from the hose and base plate before putting Pat back into the bag or your vehicle to avoid water flowing out of the portable water station/bag.

Return Pat to Customer Service Centre on the same day or next business day. Refund of your deposit will be arranged after thorough inspection of the portable water station. Refunds will be deposited into your bank account.



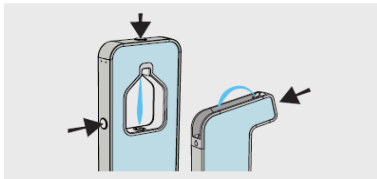
# FACT SHEET

## Portable Water Station Hire

### How to get the best tasting water at your event

- When setting up the portable water station, place the unit as close as possible to the potable water tap.
- The portable water station does not refrigerate or cool the water from the water tap; place in a shaded area if possible.
- On hot days; cover, insulate or reduce exposure of direct sunlight to the blue water supply hose and do not expose the portable water station to hot concrete.
- If the portable water station has not been used for extended periods of time or on hot days, flush water through the unit to refresh lines.

### Flushing water lines at event (if required)



#### EVENT FLUSHING

If water stations are sitting unused for extended periods of time or on hot days, flush water through system to refresh lines.


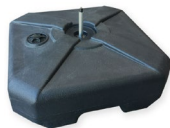


### Safety when setting up Pat and Flag

- Carefully read all instructions (as outlined in the Set Up pages of this factsheet).
- Find a suitable, flat surface for set up (preferably in the shade and away from wind).
- Do not use the portable water station near live or exposed electrical connections or wiring.
- Ensure the hoses are not a slip, trip or fall hazard.
- Check the water is from a potable water source.
- Set up all connections prior to turning on water supply.

### Flag Set Up

- We recommend that you set up the flag as well so that people at your event know there is a water station available.
- All instructions are included in the flag carry bag.
- If using the flag on a windy day, please fill flag base with water for extra stability via the round screw top.
- Ensure water has been emptied out of flag base prior to returning Pat and Flag to Council.

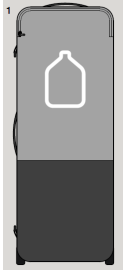
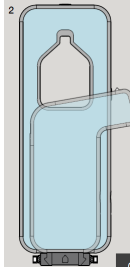
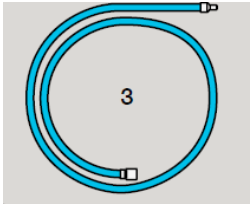
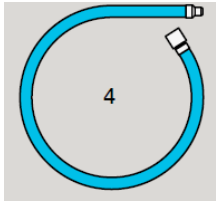
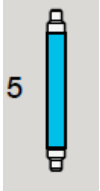
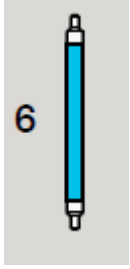

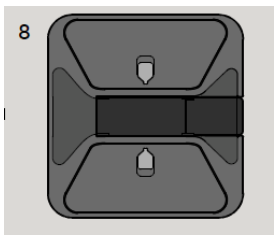


### Checklist – Contents of Flag Bag and Water Base

Item	Image	Located Yes or No	Item	Image	Located Yes or No
Carry bag for flag			Water base (also outer sleeve, inner sleeve and small pole)		
Banner			3 x flag poles		

# FACT SHEET

## Portable Water Station Hire


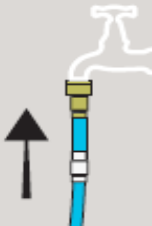
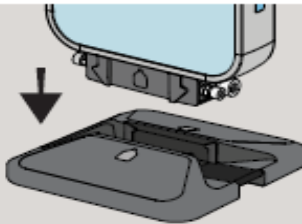
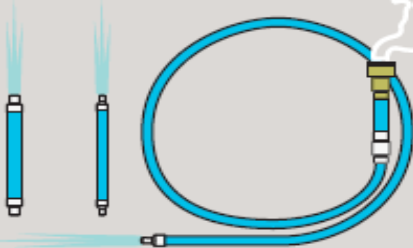
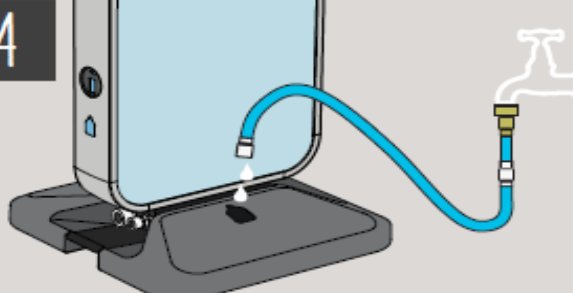
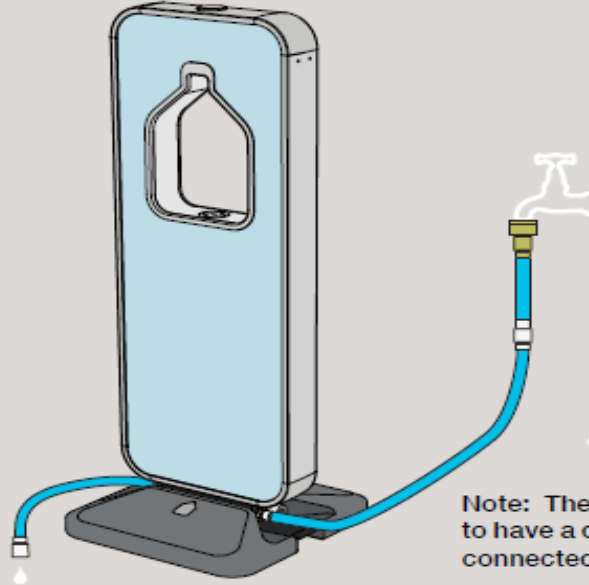
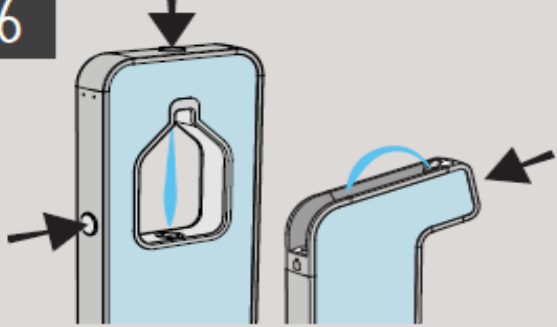

### Checklist – Contents of Pat Bag (Portable Water Station)

Item	Image	Located Yes or No	Item	Image	Located Yes or No
Carry bag			Water unit		
Water hose			Drain hose		
Drain joiner hose			Water joiner hose		
2 x tap adapters (1 inch and ¾ inch)			Base plate		
Tap key			1 x tea towel		

# FACT SHEET

## Portable Water Station Hire

### SET UP – SINGLE BOTTLE REFILL OR DRINKING FOUNTAIN

<p><b>1</b></p>  <p>Check tap for pressure and clean water.</p>	<p><b>2</b></p>  <p>Connect the tap adapter and drinking hose.</p>	<p><b>3</b></p>  <p>Choose suitable location and position the base. Lower the unit in to the base so it clips in place.</p>
<p><b>4</b></p>  <p>Flush all the hoses with clean water prior to connecting to the unit. As a guide 10sec per 10m hose. If the hoses appear dirty do not use.</p>	<p><b>4</b></p>  <p>Option: If needed you can fill the base with water for more stability.</p>	
<p><b>5</b></p> <p>Connect the water hose and the drain hose to either side of the unit. Turn on the tap.</p>  <p>Note: The unit has to have a drain hose connected to drain.</p>	<p><b>6</b></p>  <p>Press all the buttons to flush out any air bubbles and old water in the lines. Run all the taps for 10 seconds. Check for leaks. If a leak is found turn off the water and check connections.</p> <p>1300 559 875 +61 2 6021 7813 MEETPAT.COM.AU SALES@MEETPAT.COM.AU</p> 	

Please note there are two different size tap adaptors (1 inch & ¾ inch)

# FACT SHEET

## Portable Water Station Hire

### SET UP - MULTIPLE UNITS

7

Follow steps 1-4.

9

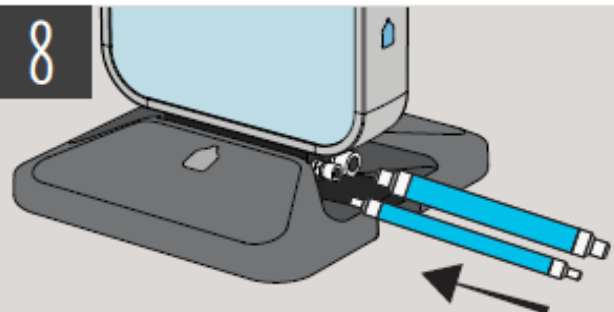
Connect the water hose from the tap to the first or last unit.

Connect the drain hose to the first or last unit.

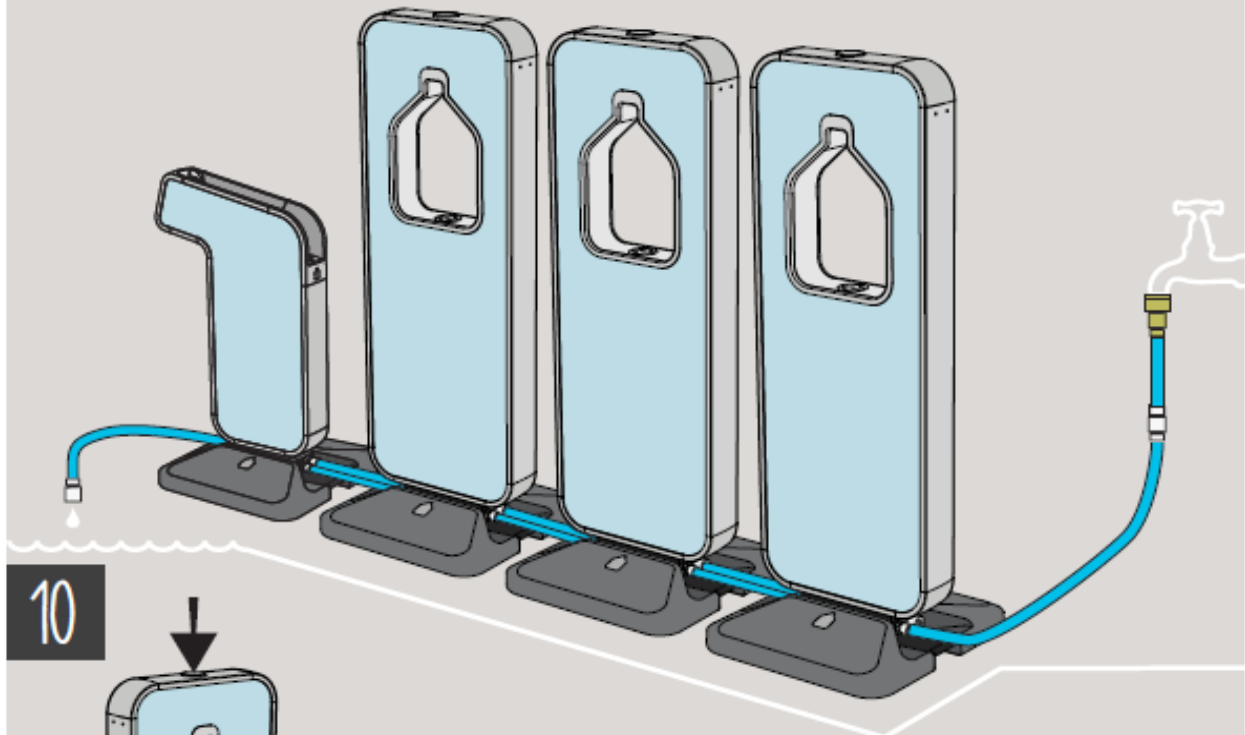
Turn on the tap.

**Note:** The unit has to have a drain hose connected to drain.

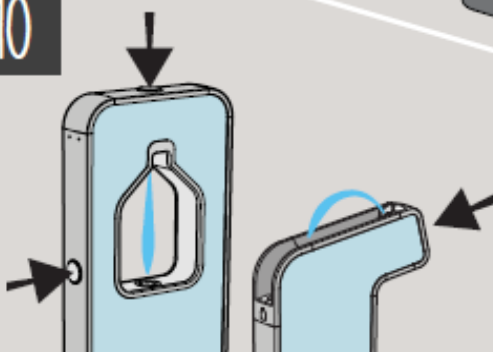
8



Use the joiner hoses to link the drain and water lines together between the units.



10



Press all the buttons to flush out any air bubbles and old water in the lines.

Run all the taps for 10 seconds.

Check for leaks. If a leak is found turn off the water and check connections.

# FACT SHEET

## Portable Water Station Hire

### PACK DOWN

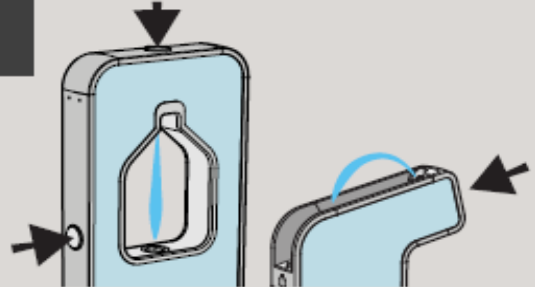
1

Turn off the water



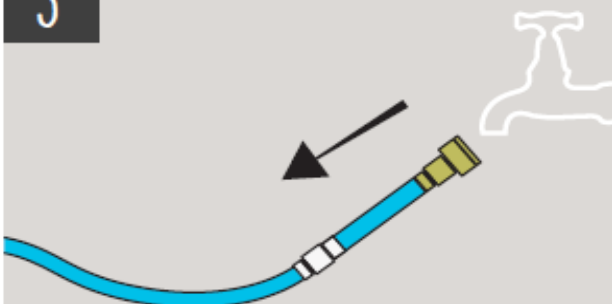
2

Press the buttons to remove all the pressurized water in the units.



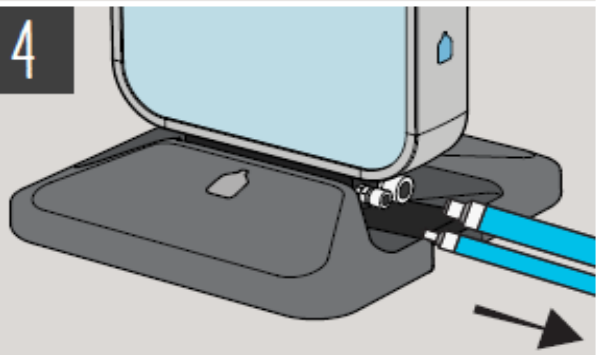
3

Remove the tap connection



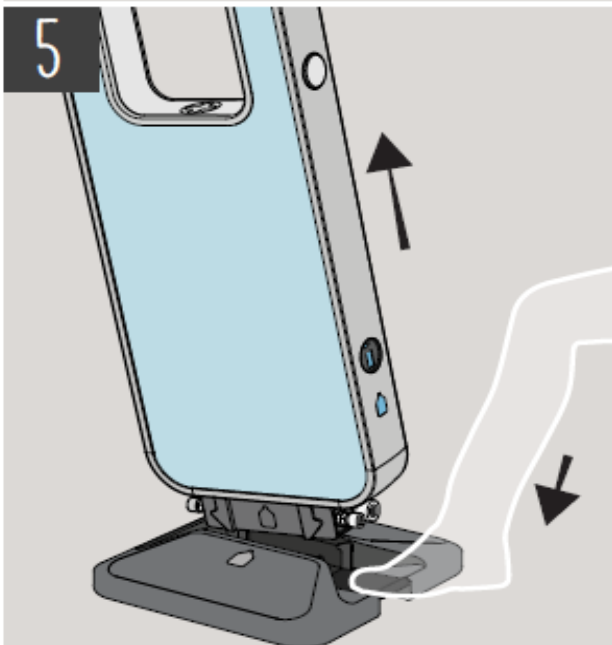
4

Disconnect all the hoses from the units.



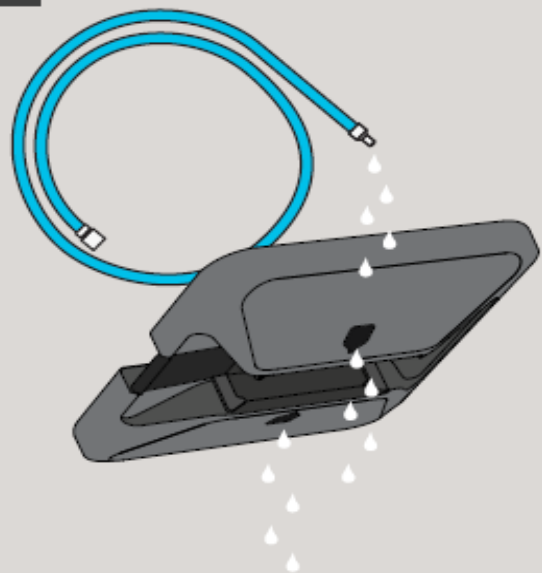
5

Remove the unit from the base.  
Press down on the foot lever and lift the unit up.



6

Drain out all the water from the hoses and base plate (if filled). Before packing away in the bag.  
Don't forget to check the flow meter.



Please wipe down the unit with the tea towel provided