

Applicant Details

Applicants Name Position

Club / Organisation:

Organisation Postal Address:

Suburb: Postcode:

Phone (m): Phone (h):

Email: How do you wish to receive your consent?
please Post Email Both

Booking Details

Purpose of Booking Sports Event School Booking Community Event Surf Carnival Camping
 Private Function Showground Use Other

Event Name / Sport Played:

Name of Park, Sports Field, Beach, Showground

Day required Mon Tues Wed Thurs Fri Sat Sun

Start Date Finish Date

Time From Time To:

Event Details

Estimated number of people attending / participating? <50 50-100 100-150 150-250
 250-500 500 - 750 750 - 1000 >1000

Do you require keys for the amenities? No Yes

Do you require vehicle access? No Yes

Do you require power? No Yes

Will there be marquees greater than 3m²? No Yes

Will there be markets / stalls selling products? No Yes

A deposit of \$150 is required which is fully refundable on return of the key. Keys can be picked up prior to 4.30pm the day before the event.

Details:

Purpose:

Details:

If yes, who is the provider & what is being sold?

Applicants Declaration on page 2 must be signed

Additional Event Information

Will food be for sale? No Yes

If yes, who is the provider & what is being sold?

Will there be rides or jumping castles? No Yes

Details (attach copies of public liability insurance and work cover certificates)

Will liquor be sold? No Yes

If the sale of alcohol is proposed, separate approval is required from the Liquor Licensing Board

Have you made provision for toilets? No Yes

Details:

Will there be temporary structures greater than 3m²? No Yes

Details:

Are road Closures required? No Yes

Details:

If you answered yes to any of the above a Special Event Application may be required

Public Liability Insurance

If you are a sporting body, club, association, corporation or incorporated body you must provide a **Certificate of Currency** of public liability insurance (under which the Council is jointly indemnified) and specific to the event being held as per Council's Policy on Level of Public Liability Insurance Coverage. **Please attach copy to this application.**

Fees & Bonds

Fees and bonds that may be applicable to your event are as per Council's adopted fees and charges.

Conditions of Bookings

1. The hirer shall remove all rubbish associated with the event.
2. All conditions as set out in Council's *Guide for use of Council Facilities* must be complied with.
3. The park is to be left in a clean and tidy state.
4. No glass is permitted on the reserve at any time.
5. Amenities are to be cleaned at the conclusion of your event. Should Council be called upon to clean the amenities the hirer will be charged for cleaning costs.
6. Should any damage be done to the reserve the hirer will incur all costs associated with reinstating the reserve

Applicant's Declaration

Application is hereby made for booking a Council Park, Sports Field, Beach or Showground. I/We have read, understood and accept the conditions as set out in Council's *Guide for use of Council Facilities* and applicable fees specified in relation to this application. I/We accept that all these conditions must be complied with. I/We declare that all the information given is true and correct. I/We understand that:

- if incomplete, the application may be delayed or rejected; and
- more information may be requested after the date of lodgement.

Name:

Name:

Signature:

Signature:

Date:

Date:

PRIVACY STATEMENT: The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters in relation to dealing with your application. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is voluntary and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information, which will ultimately be stored in Council's records system. You may make application for access to or amendment of information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.