



Application to Hire Cooper Park and Cooper Park Community Hall

Application for Use of Community Facility and Land

Amusement devices require an Activity Approval under Section 68 (D) Local Government Act 2005

valid until 30 June 2010

12 Cooper Park Road, Bellevue Hill NSW 2023

About this form

Use this form to apply for use of both Cooper Park and Cooper Park Community Hall simultaneously:

- Use of Cooper Park Community Hall for a function and the adjacent area of Cooper Park for an amusement device to be installed as part of the event.

Documentation

A Casual Hire Permit will be issued to the applicant for the use of Cooper Park and Cooper Park Community Hall within the Woollahra Council Local Government area at the times and locations specified below. This permit must be in possession of the applicant at all times.

Tentative Bookings

Please call to make a tentative booking to ensure that the required time is available on 9391 7170. Tentative bookings are held for two (2) weeks only. It is the responsibility of the applicant to confirm and pay for the application within that time period.

Lodgement & Fees

See page 6

Any questions

Please telephone Venue Coordinator on (02) 9391 7170

▼ Applicant Details:

1. Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:.....

Family name (or company):

Given names (or ABN):

Postal address:

..... Post Code:.....

Phone (1) (....) Fax (....)

Phone (2) (....) E-mail:

Contact person (Only if a company etc)

2. Hall Date and Time Requested

Park and Hall Hire Date:

Hall Time: 9am to 12.30pm

 1pm to 4.30pm

 5pm to 9pm (summer only)

Park Time: Start time: am / pm Finish time: am / pm
(Park time must include set up and set down time)

Have you already made a tentative booking? Yes/ No

Payment of the booking fee does not guarantee exclusive use of the park. Council will endeavour to ensure that all bookings are spanned evenly across the day. If a dispute arises with another group on your arrival, please contact Council's Rangers on 0418 403 608.

3. Purpose

Purpose of Hire: Children Party (under 12)

 Community Group

 Private

Hired Entertainment:

Number of guests:

Amusement Devices and Rides

4. Amusement device supplier

Description of the Device/Ride:.....
 Dimensions of the Device/Ride (metres): length:
 Width: Length x width (m²
 Supplying Company:
 Contact Person :
 Supplying Company's Address :

 Supplying Company's Phone Number:
 Public Liability Insurance Company:
 Policy Number:
 Value: Expiry Date:

Insurance details

Please attach a copy of the supplier's certificate of currency to this application form.

Fees Due

5. Fees Due (Refer to page 5 for fees and charges)

	NO OF SESSIONS	OFFICE USE ONLY	FEE
Children's Parties (under 12)		Code 66	
Amusement Device in Park m x m (max 6m x 6m) e.g. jumping castles, kindy farms		Code 335	
Temporary Vehicle Based Amusement Device in car park m x m (max 7m x 4m) e.g. mobile play centres		Code 66	
Cleaning		Code 66	
Deposit Required		Code 28	\$120.00
TOTAL			

SIGNATURES

6. Your declaration

- I _____ (the Applicant):
- have read and understand the conditions of hire
 - have read and understand the emergency procedures, including my responsibilities in the event of an emergency evacuation at this venue
 - accept that all these conditions must be complied with on the day(s) of the activities.

You indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by You arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

Signature: Date:

- If incomplete, the application may be delayed or rejected.
- Council requires that hirers pay the applicable fees, in full, prior to the date of the event. The booking will not be confirmed until payment is made.

Please return page one and two and enclosed Payment Method form (only if paying by credit card) to Council.

COUNCIL USE ONLY

Cooper Park Community Hall Hire – 505.1600.4925 – **Code 66**

Deposits – 000.5463 – **Code 28** Park Hire – 411.1621.0000 – **Code 335**



Hire of Cooper Park & Cooper Park Community Hall Conditions of Hire

Fees	<ul style="list-style-type: none"> ▪ Council requires that hirers pay the applicable fees, in full, prior to the date of the event. The booking will not be confirmed until payment is made. ▪ A bond (refundable deposit) is required to cover activities. Should the Hall or Park not be in an acceptable condition at the completion of the hire period, Council will deduct the necessary amount from the bond for the cost of making good any damage to Council property. The applicant shall reimburse Council for the cost of repair of any damage caused to public property during, or as a result of, activities. ▪ The bond will be refunded by cheque approximately 10 days after the event, except in cases of damages, extra cleaning required or assessment of venue. ▪ A cancellation fee of \$20 applies to cover administrative costs.
Cancellation Policy	<ul style="list-style-type: none"> ▪ All cancellations will incur a \$20 fee to cover administrative costs. ▪ Regular hirers must give 3 months notice to cancel; otherwise they are still required to pay the hire fees. ▪ All casual hirers must give 28 days notice to cancel otherwise they are still required to pay the hire fees.
Emergency & Evacuation Procedure	<ul style="list-style-type: none"> ▪ Hirers are responsible for familiarising themselves with the emergency and evacuation procedures in the facility. ▪ Hirers are responsible for ensuring all guests attending a function as part of their venue hire are evacuated as per the evacuation procedures for the venue. Appropriate signage is provided with all application forms and is displayed in the facility for the hirer's reference. ▪ Hirers shall notify Council of any incidents which may arise during their hire period and assist in the completion of incident reporting.
Use of Park	<p>The use of the Park is subject to acceptance of the following conditions:</p> <ul style="list-style-type: none"> ▪ No confetti, rice or rose petals are allowed. ▪ No alcohol should be brought into or consumed within the park / open space. ▪ No seats or tables to be taken into parks. ▪ No marquees or structures are to be erected, with the exception of amusement devices, with conditions as in temporary structure in Park below. ▪ If a tentative booking has been made and any details have since changed, the applicant must contact Council first to see if their request is available. ▪ The fee shall be paid in advance. Approval will not be issued until the fee is paid in full. ▪ No amplification of any kind is to be used – including load hailers, microphones and megaphones. ▪ No trees, shrubs or other vegetation must be removed, lopped or damaged. Care must be taken with parking oversized equipment trucks in the street, in order to protect trees.
Temporary amusement devices / structures in Park <i>Activity Approval required under Section 68 Local Government Act 1993</i>	<p>Temporary amusement devices / structures in the park and car park must adhere to the following:</p> <ul style="list-style-type: none"> ▪ Inflatable devices shall be designed and constructed in accordance with Australian standards AS 3533, 1 –1997. ▪ Each inflatable device, while operating, shall be under the supervision of a person at least 18 years of age, who is fully trained in all aspects of safe operation. ▪ The owner of each inflatable device shall ensure that at all times that the device is in operation it is covered by a public risk insurance policy. The policy value of 10 million dollars required for other amusement devices would also be appropriate for inflatable devices. ▪ The device shall not be operated in wind velocities exceeding 45km/hr. If the wind velocity approaches this figure, the device must be cleared and deflated immediately. ▪ Each device shall be held down in accordance with the manufacture's recommendations. ▪ Must not be used for the storage or handling of inflammable materials. ▪ Must not include a structure erected by way of alteration, addition or extension to an existing building. ▪ Must be setback a minimum of 1.5 metres from all boundaries. ▪ Must not involve the installation of sanitary services within the structure. ▪ Must be removed on or before finishing time. ▪ There must be no demolition of existing structures or damage to gardens. ▪ Council will limit the number of amusement devices for any event to two to reduce the impact on the surrounding amenity. ▪ All blow up items (jumping castles), rides and kindy farms must not exceed a maximum of 6m² x 6m² in size.
Jumping Castle Conditions	<ul style="list-style-type: none"> ▪ Inflatable devices shall be designed and constructed in accordance with Australian standards AS 3533, 1 –1997. ▪ Each inflatable device, while operating, shall be under the supervision of a person at least 18 years of age, who is fully trained in all aspects of safe operation. ▪ The owner of each inflatable device shall ensure that at all times that the device is in operation it is covered by a public risk insurance policy. The policy value of 10 million

	<p>dollars required for other amusement devices would also be appropriate for inflatable devices.</p> <ul style="list-style-type: none"> ▪ The device shall not be operated in wind velocities exceeding 45km/hr. If the wind velocity approaches this figure, the device must be cleared and deflated immediately. ▪ Each device shall be held down in accordance with the manufacture's recommendations. ▪ The device is registered under the <i>Occupational Health and Safety Regulation 2001</i>. ▪ The device is to be or has been erected in accordance with all conditions (if any) relating to its erection set out in the current certificate of registration issued for the device under the <i>Occupational Health and Safety Regulation 2001</i>.
Petting Zoo Conditions	<ul style="list-style-type: none"> ▪ A responsible adult is to be present and supervise the event at all times. ▪ All waste and manure is to be removed by the event organisers on the day of the event. ▪ Ensure all activities are undertaken in accordance with relevant health and safety guidelines, refer to NSW Health Fact sheet "Petting Zoos and Personal Hygiene". ▪ Petting zoo enclosure must have a minimum setback of 10 metres from all playgrounds and children's play equipment.
Pony Rides Conditions	<ul style="list-style-type: none"> ▪ Pony rides may be set-up in the designated area marked on the attached map. ▪ The ponies are to be under effective control at all times. ▪ No rider is to be left unattended on a pony. ie. The Pony Handler must lead the pony at all times whilst rider is astride pony. ▪ A responsible adult is to be present and supervise the event at all times. ▪ All waste and manure is to be removed by the applicant on the day of the event.
Temporary vehicle based amusement devices in car park	<ul style="list-style-type: none"> ▪ One free standing vehicle based amusement device may be placed in the car park. The vehicle and the structure must not exceed a maximum of 7 metres in length and 4 metres in width. ▪ Temporary vehicle based amusement devices in the car park must conform to all other conditions as a temporary structure in Park.
Cooper Park Hall – What it has to offer	<ul style="list-style-type: none"> ▪ The hall has a wooden floor and is suitable for children parties, talks, meetings, exercise classes etc. ▪ The hall holds up to 70 people. ▪ It has 4 trellis tables and approximately 30 chairs. ▪ The kitchen has a small fridge and freezer, microwave and access to hot water.
Use of the Hall	<p>The use of the hall is subject to the following conditions:</p> <ul style="list-style-type: none"> ▪ The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the hall or park. ▪ The hirer is responsible for the behaviour of those in attendance during the hire period. ▪ No entertainment structure may be erected in the hall. ▪ Keys may be picked up from reception, at Woollahra Council Chambers, 536 New South Head Road, Double Bay the working day before the hire. If it is a weekend booking, the keys may be picked up the Friday before the event. ▪ All keys must be returned the day after the event, or in the case of a weekend booking, the Monday afterwards. ▪ The hirer is responsible for familiarising themselves with the emergency and evacuation procedures in the hall. Appropriate signage is displayed in the hall for the hirer's reference. ▪ The Hall has a no smoking policy. ▪ No pets or animals are allowed in the hall. Guide dogs are exempt. ▪ All items of property owned by the hirer must be removed from the hall and grounds on or before the agreed occupancy time. ▪ Any goods left on the premises after occupancy may be removed and disposed of at the discretion of Council, without compensation to the owner or person responsible. ▪ The hirer is not permitted to take into, or use, within the hall and grounds: any type of firework or flammable substances, any chemical substance deemed toxic or dangerous or candles or naked flame of any kind with the exception of birthday candles. ▪ No items shall be placed in front of, or obstruct, access to the fire exits. ▪ The hirer should report any broken or damaged equipment, fittings or furniture to Council. ▪ Children on the premises are to be supervised at all times by a responsible adult. Hirers must ensure that children are not placed at risk upon entering or leaving the property. ▪ The hirer shall not affix nails, screws, bills, decorations, bunting or draping which in any way defaces the building premises. ▪ Council must grant written permission for any alteration to be made to fixtures, walls, ceilings or floors. ▪ Council reserves the right to pass on any charges to the hirer if our security company is called out to the hall for any reason that is directly related to the booking.

Booking Times	<ul style="list-style-type: none"> ▪ The Hall is available for evening weekday hire, weekends and some weekday holiday periods from 9am to 9pm. ▪ All events must conclude and the premises be vacated by 9pm.
Park Hire Cancellation	<ul style="list-style-type: none"> ▪ Applicants must contact Council in writing. A fee of \$37.50 is retained if applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given.
Wet weather cancellation	<ul style="list-style-type: none"> ▪ A fee of \$37.50 is retained if applicant contacts Council in writing no later than two weeks after the planned event. Otherwise, no refund is given.
Observance of venue Hire Period	<ul style="list-style-type: none"> ▪ Observation of the allocated booking time is important, to avoid clashes between the various hirers who use the premises. ▪ The hall and the park must be vacated on or before the agreed finish time. ▪ The hirer is only allowed to enter the hall during the agreed time.
Noise Management	<ul style="list-style-type: none"> ▪ The Event must not give rise to offensive noise under the Protection of the Environment Operations Act 1997. ▪ Any generator and/or other equipment that is to be used must conform to the Department of Environment and Climate Change Guidelines and not create a nuisance to the amenity of the neighbours.
Waste Management	<ul style="list-style-type: none"> ▪ The hall premises, facilities and park must be left in a clean and tidy condition by the hirer, prior to vacating the premises. ▪ Single use synthetic plastic bags are not to be used with the Park Hire (such as for the distribution of food, beverages or any other non-food items). ▪ No plastic or any other waste is to be left in the park or hall at the conclusion of the hire. All bins must be emptied and ALL RUBBISH TO BE TAKEN AWAY BY THE HIRER. Rubbish is not to be dumped at the back of the hall ▪ Refund of key deposit is dependent on condition of venue post event.
Wet weather	<ul style="list-style-type: none"> ▪ Woollahra Council has a recorded message advertising whether Cooper Park is available for use. In the event of wet weather, user groups should call Woollahra Council Wet Weather Line - 9391 7916. Use of the Park, when closed, will result in no refund of bond.
Vehicle management	<ul style="list-style-type: none"> ▪ Participant and spectator vehicles must not be parked on Council's parks or reserves or upon grass verges or footpaths. ▪ A minimum of 1.8 metres clear width on the footpath must be available for pedestrians. No obstruction can be placed on footpaths less than 1.8 metres wide. Do not block private or public driveways. ▪ All parking of equipment trucks must comply with the signage existing in the street.
Damages and Repairs	<ul style="list-style-type: none"> ▪ The hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/ or extra cleaning which may become necessary as a consequence of the booking. ▪ Council reserves the right to determine the cost of any damages and/ or extra cleaning, above and outside that which is normally expected following normal usage of the hall and grounds. ▪ Council reserves the right to retain all or part of the key / cleaning deposit to meet such costs if necessary, or to bill the hirer for additional costs.
Insurance	<ul style="list-style-type: none"> ▪ Incorporated bodies, sporting clubs, associations of any kind or profit making/commercial activities must have a \$10 million public liability insurance policy noted, endorsing Council's interest in the function. ▪ A copy of their <i>Certificate of Currency</i> will be held on Council files. ▪ The hirer should have personal insurance for any items brought into the hall. ▪ Council shall not be responsible for any loss or damage to any property belonging to either the hirer or any person in the facility at the invitation of the hirer.
Breach Of Agreement	<ul style="list-style-type: none"> ▪ Council reserves the right at its sole discretion not to approve any application or to cancel the agreement at any time for any breach of policy or procedure. ▪ Failure to comply with the requirements set out in this policy will be regarded as a breach of agreement, giving Council the right to sue for the recovery of any amount due and / or to cancel of all or any such future booking.

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7170

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Park and Hall Hire Fees: The appropriate fee must accompany the application (fees are valid until June 2009 and include 10% GST).

Booking Fee:

Children's parties Under 12 – \$105 session

Temporary Vehicle Amusement Device in Car Park – \$80 per session

Cleaning - \$85

Cleaning / key deposit - \$120

Amusement devices / structure in Park: (Fee for area covered)
\$3.00 per m² per hour (l x w = m²)

(EG. 4m x 4 m = 16m²
16m²x \$3.00 = \$48.00 per hour

Blow-up items (jumping castles), rides and kindy farms
6 metres x 6 metres (maximum size)

Payment methods

Pay by cash, cheque or credit card. Make cheques payable to 'Woollahra Council' for the relevant Council fees. Credit card payments will incur a processing fee.

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with the registered number of the application and the name of the officer who will be dealing with your application.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On street parking in nearby streets is also available

Park cancellation fee: Applicants must contact Council in writing. A fee of \$37.50 is retained if applicant cancels with a minimum of two weeks prior notice. Otherwise no refund is given.

Wet weather Park cancellation:

A fee of \$37.50 is retained if applicant contacts council in writing no later than two weeks after the planned event. Otherwise no refund is given.

▼ Privacy notification

The personal details requested on this form are collected, and will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not process your application. Access to this information is restricted to Woollahra Municipal Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

Cooper Park Community Hall

ACTIONS FOR FIRE

REMOVE

Yourself and others from danger

ALARM

Raise the Alarm

- Notify Emergency Services
 - Dial '000' from a safe place

CONTAIN

The Fire

- Use correct fire fighting equipment
 - Only if safe and if you are trained

EVACUATE

If Smoke or Fire is Dangerous

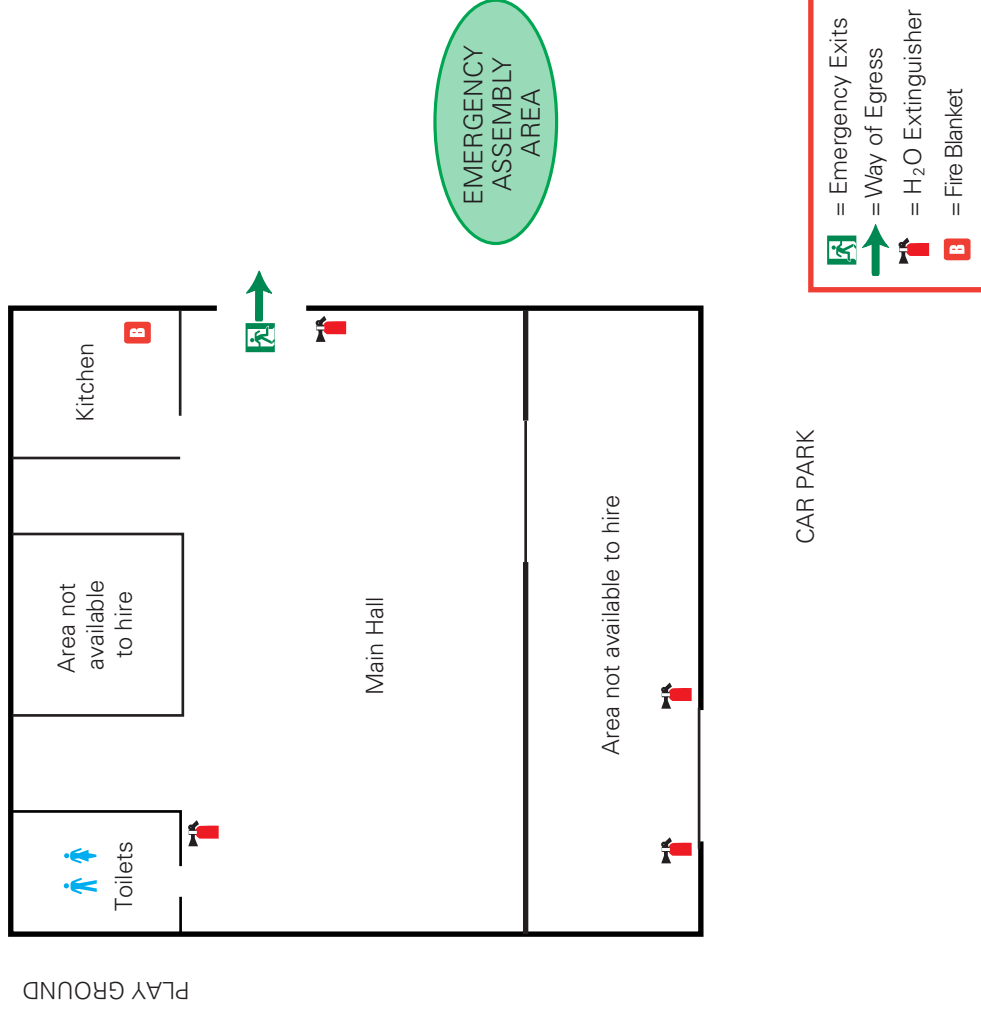
- Take others with you
- Close doors behind you
- Do NOT lock them

GO TO YOUR ASSEMBLY AREA

DO NOT COLLECT BELONGINGS

DO NOT RE-ENTER UNTIL AUTHORISED

EMERGENCY SITE PLAN





Credit Card Payment Form

All credit card payment will incur a processing fee currently 1%

Payments should be sent to: Wollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date										Contact Phone No.									

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For

Council Reference Eg. DA No.etc

Address (where applicable)

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PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	
	Date	