



Corporate events park hire

Application for Use of Community and Crown Land

Fees are valid until 30 June 2010

About this form

Not all park hire events are suitable for all parks.

Use this form to apply to use Council managed parks and open spaces for the following:

- Corporate events
- Staff picnics and barbecues, spits and catering
- Promotional events

If approved, written confirmation permitting the use of parks or open space within the Woollahra Council Local Government area at the times and locations specified in the permit, will be issued to the applicant. This confirmation must be in possession of the applicant and on-site at all times.

If an amusement device or temporary structure is to be installed as part of the event, an Activity Approval may also be required for the structure. **Complete the separate temporary structures application form, eg marquees, fete stalls, etc and/or amusement devices eg jumping castles, etc and attach to this application.** The permit must be in possession of the applicant and on-site at all times.

Lodgement & fees

Please complete all details below and follow the instructions on page 4.

Any questions?

Please telephone Customer Service on (02) 9391 7000, visit our Customer Service Centre (see page 4) or visit www.woollahra.nsw.gov.au



Applicant details

Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:

Company:

(ACN/ABN):

Postal address:

..... Post Code:

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

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

Contact person (For Company)



Site details

Location & time

Name or location of park where event is to occur.

Park Location: please tick the applicable box(s):

Lyne Park Rushcutters Bay Park

Christison Park 1 Sir David Martin Reserve

Christison Park 2 Steyne Park

Christison Park 3 Lower Cooper Park

Christison Park 4 Woollahra Oval No. 1

Lough Playing Fields Woollahra Oval No. 2

Trumper Park Woollahra Oval No. 3

Other:

Date:

Start time (including bump in):

Finish time (including bump out):

Number of people attending:

Purpose

- | | | | |
|--|--------------------------|-------------------------|--------------------------|
| Corporate Event | <input type="checkbox"/> | Corporate Team Building | <input type="checkbox"/> |
| Staff Picnic | <input type="checkbox"/> | BBQ/Spit/Catering | <input type="checkbox"/> |
| Promotions | <input type="checkbox"/> | Corporate Sports Day | <input type="checkbox"/> |
| Sit Down Style Lunch
(max. 50 guests) | <input type="checkbox"/> | Other: | |
- Equipment to be used (list):

Not all venues are suitable for a sit down style function.

▼ Conditions of hire

Fees

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) may be required to cover activities. Should the location 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.

General conditions of hire

Listed below, for your reference, are Council's Conditions of Hire:

- The area is to be left in a clean and tidy condition. Any excess rubbish is to be removed by the park user.
- You must abide by any direction given by a Council Officer.
- The driving and parking of any vehicle in parks / reserves is prohibited. Any unauthorised vehicle access will be subject to a large fine.
- No amplification of any kind is to be used – including loud hailers, microphones and megaphones.
- The Event must not give rise to offensive noise under the *Protection of the Environment Operations Act 1997*.
- Council does not provide access to power.
- Council will not be held responsible for any articles left on the grounds or in buildings.
- Sub-letting of fields/parks is not permitted.
- No trees, shrubs or other vegetation must be removed, lopped or damaged.
- No tables or chairs (unless person is disabled, elderly or less-mobile) are permitted in the park / reserve without the written consent of Council.
- Standard permissible hire times are from sunrise to sunset.
- If the park is not used on the day as a result of inclement weather a cancellation fee will apply and shall be retained from the original fee. Requests for refunds must be made in writing. All refunds are processed by cheque. **Please note that no refund will be granted if more than 10 working days have lapsed since the date of the event.**
- If the park booking is cancelled in the lead-up to the date of the event, a cancellation fee will apply and shall be retained from the original fee. Requests for refunds must be made in writing. All refunds are processed by cheque. **Please note that no refund will be granted if less than 10 working days notice is provided.**

Special event conditions of hire

Listed below, for your reference, are Council's Conditions of Hire for Special Event:

- Any generator and/or other equipment that is to be used must conform to the Department of Environment and Conservation Guidelines and not create a nuisance to the amenity of the neighbours.

- All rubbish must be removed and the area left in a clean and tidy condition. Please contact Council's Waste Services Coordinator on 9391 7968 if you require more garbage bins for the event.
- Care must be taken with parking oversized equipment trucks in order to protect trees.
- Council may impose other conditions not listed in this document which are site specific or event specific.
- No marketing, sales or promotions of any kind to be undertaken within the Park during the period of use without the written consent of Council.
- A maximum of fifty (50) chairs and ten (10) trestle tables are permitted for approved sit down style functions.

Regulations

Section (632) Local Government Act 1993

The following activities are prohibited in Public Places:

- Depositing rubbish, breaking or leaving any bottle, glass, syringe or other object likely to endanger the safety of any person.
- Any act that will cause damage to the reserve.
- Consuming alcoholic beverages in designated alcohol free parks/reserves. ie. Steyne Park and Guilfoyle Park
- Any game or activity that is likely to damage property, injure, endanger or cause nuisance to any other person.
- Taking of motor vehicles or motorbikes (except in constructed car parks and driveways).
- Lighting of fires (except in Council constructed fireplaces or portable barbeques).
- Any other regulations signposted in the Park/Reserve.
- No amusement device or temporary structure is to be erected, without prior Council approval.

Indemnity

You, the applicant, 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.



Activity approval checklist

1. Do you intend having an amusement device eg jumping castle, petting zoo, etc? Yes / No
 - If so, have you completed the Amusement devices activity approval application form and attached it to this form? Yes / No
2. Do you intend having a Temporary structure eg marquee? Yes / No
 - If so, have you completed the Temporary structures activity approval application form and attached it to this form? Yes / No

(These forms can also be found on Council's website)

▼ Additional information

- A permit will be issued with a copy of the receipt when Council receives payment. This will confirm location, date(s) and time(s) of the access.
- Take the permit with you on the day(s) of the hire to confirm your approved access with any Council Officer, Council's Park Ranger or interested parties.
- The issued permit does not grant exclusive access of the public open space.

▼ Signature

Your declaration

I, (the applicant) have read, understood and accept the conditions of hire. I accept that all these conditions must be complied with on the day(s) of the activity.

Council will not process this application without the signed acknowledgement of park hire conditions.

☒ Signature: Date:

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 Rd
Double Bay NSW 2028

Contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

E-mail: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to Contact: The Recreational Bookings
Coordinator

Payment methods

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card — American Express, Bankcard, Diners Club, MasterCard or Visa. Credit card payment 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 a permit.

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: Take the train to Edgecliff, then 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.

Fees

Fees are valid until 30 June 2010 and include 10% GST

The appropriate fee must accompany the application.

Corporate Social Events:

1-50 people in attendance per hour \$75.00
51-100 people per hour \$100.00

For Corporate Events:

(promotions, events greater than 100 guests or sit down style functions for up to 50 guests):

per hour \$200.00

Bond:

Bond \$500.00
(Refundable after inspection)

Cancellation Fee:

Applicants must contact Council in writing. A fee of \$75.00 is retained and the balance refunded, if the applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given.

Wet weather cancellation:

A fee of \$75.00 is retained and the balance refunded, if the applicant contacts Council in writing no later than two weeks after the planned event. Otherwise, no refund is given.

OFFICE USE ONLY

To be completed by Council's Cashier and Customer Service Officer.

GST is applicable.

Retain your receipt as proof of lodgement of the application.

Receiving Officer: Date:

Fee type	Receipt Code	Fee \$
Event / Promotion Fee	335	
Bond	28	
Total:		

Privacy notification

The personal details requested on this form are being collected, and will only be used for the purpose of processing your application, keeping records and establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application.

Access to this information is restricted to 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. You may also request Council to suppress your personal information from a public register.

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Credit Card Payment Form

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

Payments should be sent to: Woollahra 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	