



# Hiring of Canonbury Cottage and McKell Park for functions

Application for use of Community Land and a Council managed facility at McKell Park, 159 Darling Point Road, Darling Point.

*valid until 30 June 2012*

## About this form

Use this form to apply to use McKell Park and Canonbury Cottage (if required) for the following:

- Wedding and Commitment Ceremonies
- Bridal Photography
- Christenings and Baby Naming Ceremonies
- Memorial and Remembrance Gatherings
- Staff Picnics/Functions

If approved, written confirmation permitting the use of either McKell Park or McKell Park and Canonbury Cottage 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.

**Please note, on weekends, public holidays and for weddings, the Cottage may only be hired in conjunction with McKell Park.** If you wish to use only the Cottage, at other times, and for activities such as playgroup, book club, community meetings, use the Form: *Canonbury Cottage Hire Application Form*

## Tentative bookings

To make a tentative booking please call 9391 7077 to ensure that the required time is available. Tentative bookings are held for two weeks only. It is the responsibility of the applicant to confirm and pay for the application within that time period.

## Lodgement & fees

Please complete all details below and follow the instructions on page 6.

## Any questions?

Please telephone Customer Service on (02)9391 7000 or visit our Customer Service Centre (see page 6).

## ▼ Applicant details

### Applicant's name, address and contact details

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

Family name: .....

Given names (or ABN): .....

Postal address: .....

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

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

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

### Date and time requested

Park Hire Date: .....

Time: Start: ..... Finish: .....

Do you also require the Cottage?: Yes / No (please circle)

If yes, 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, upon your arrival, with another group holding a function, please contact Council's Regulatory Staff on 0418 403 608.

### Canonbury Cottage

*Please indicate which rooms are required*

- Downstairs Function Room
- Small Upstairs Meeting Room (not always available)
- Large Upstairs Meeting Room (not always available)

### Purpose

Purpose of hire: .....

Number of guests:.....



## Conditions of hire

### General conditions of hire

Listed below, for your reference, are Council's general 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.**

### Specific conditions of hire for weddings and bridal photography

Listed below, for your reference, are Council's conditions of hire for weddings and bridal photography:

- No red/white carpets or ground covering, confetti, rice or rose petals/flowers are allowed.
- This consent is for wedding or bridal photograph only. No reception or function is permitted in the park / reserve.
- For this function a small portable table and chair may be used for signing the registry.

- Chairs are permitted for disabled, elderly or less-mobile guests. Maximum 20 chairs are permitted.
- No marquee or structure is to be erected, including wedding arches, pergolas, canopies and arbours.
- No amplified sound or music, however the use of a small battery operated microphone for the purposes of conducting the ceremony is permitted.
- There is a maximum number of 120 guests permitted at the following parks:
  - McKell Park, Darling Point
  - Blackburn Gardens, Double Bay
  - Chiswick Gardens, Woollahra
  - Duff Reserve, Point Piper

#### Wedding Other:

- The hire of Blackburn Gardens for bridal photography, only, includes access to or use of the gardens and terrace surrounding the Council Chambers building (highest level). Wedding ceremonies are not permitted in this area, however are permitted in the garden which surrounds the sundial.

## 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.

## General information and conditions of hire for Canonbury Cottage

### Cottage Facilities

- The function room downstairs has 20 chairs, 4 tearoom/card tables and 1 side table.
- Two small meeting rooms upstairs and an internal bathroom.
- Small kitchen with a bar fridge.
- A hot water kettle is provided for tea and coffee.
- Specific needs to be supplied by the hirer.
- Accessible Male and Female toilets adjoin the cottage for the general public.
- Power outlet.

### Use of the Facility

The use of the cottage is subject to the following conditions:

- The hirer is to ensure that nothing is permitted which is disorderly or unlawful in connection with the use of the cottage or park.
- The hirer is responsible for the behaviour of those in attendance during the hire period.
- 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 facility. Appropriate signage is displayed in the facility for the hirer's reference.
- The cottage has a no smoking policy.
- No pets or animals are allowed in the cottage. 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 cottage and park: 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 cottage for any reason that is directly related to the booking.
- All functions are to cease and participants to leave the Park by sunset. Hirers must pack up and clean the Cottage. All people must have vacated the premises by sunset as main gates will be locked and there will be no access to McKell Park.

#### **Booking times**

The cottage is available for hire from sunrise to sunset, seven days a week. On weekends, public holidays and for weddings or other events, the Cottage may only be hired in conjunction with McKell Park.

#### **Observance of Venue Hire Period**

- Observation of the allocated booking time is important, to avoid clashes between the various hirers who use the Cottage and/or Park.
- The Cottage premises must be vacated on or before the agreed time.
- The hirer is only allowed to enter the Cottage during the agreed time.

#### **Care of Premises**

- The Cottage premises and facilities must be left in a clean and tidy condition by the hirer, prior to vacating the premises.
- All hired areas are to be left as they are found.
- All rubbish is to be collected and placed in the appropriate waste and recycling bins at the entrance to McKell Park gates.

#### **Damages and Repairs**

- 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 which may become necessary, above and outside that, which is normally expected following normal usage of the Cottage. 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**

- 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 Certificate of Currency will be held on Council files.
- The hirer must 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.

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<b>Confirmation of booking</b>	No booking will be confirmed until a completed application form is returned to Council. Payment of key deposit as a security deposit is due at the time of confirmation of booking.
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<b>Indemnity</b>	<p>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:</p> <ul style="list-style-type: none"> <li>- loss of, loss of use of, or damage to property of Council; or</li> <li>- personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;</li> </ul> <p>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.</p> <p>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.</p>
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**▼ 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**

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

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.

⊗ 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](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Recreational Bookings Coordinator

### Park Hire Fees

The appropriate fee must accompany the application. (fees are valid until 30 June 2012 and include 10% GST)

### Booking Fee for Weddings, Namings, Christenings, Wakes etc:

For the first hour:

1 – 50 people \$190.00

51 – 100 people \$335.00

101 + \$400.00

Each additional hour (or part thereof): \$100.00

Any booking over two hours is by negotiation only.

### Booking Fee for Social Events:

Per hour

20 – 50 people \$55.50

51 – 120 people \$77.50

(maximum permitted)

**Canonbury Cottage Fees** (in addition to applicable park hire fee)

### Ceremonies - Wedding, Naming, Christening, Wake etc:

Hourly rate \$117.00

### Social Events - Picnics, Birthdays, Reunions, Family

#### Gatherings:

Hourly rate \$64.00

Security (Key) Deposit: \$125.00

### 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.

### By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.

- For cheque payments, please make payable to Woollahra Council

### 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 a 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.

### Additional Fee Information

**Cancellation Fee:** Applicants must contact Council in writing. A fee of \$80.00 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 \$80.00 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 may be applicable (*refer receipt for details*)

*Retain your receipt as proof of lodgement of the application.*

Receiving Officer:.....Date: .....

Cashier:.....Date: .....

Fee type	Fee	Receipt No.
Cottage - 62		
Deposit - 28		
Park Hire - 330		
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.



# Credit Card Payment Form

**All credit card payments 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) .....

.....  
.....

## PRIVACY NOTIFICATION

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