



Temporary structures (Park Hire attachment 2)

Fees are valid until 30 June 2020

About this form

Not all park hire events are suitable for all parks

Not all temporary structures are suitable for all parks

Use this form to apply to use Council managed parks and open spaces for the erection of a temporary structure, such as:

- Marquees / tents
- Stage
- Gantry

Lodgement & fees

Please complete all details below and attach to Park Hire application form.

Any questions?

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

Details

Not all parks and reserves are suitable for marquees or other temporary structures

Structures are not permitted at McKell Park & Blackburn Gardens

If you answer "yes" to any item, the proposed use of the temporary structure may require Development Consent

Please contact Council's Duty Planner on 9391-7096

Description of structure(s) i.e.: marquee, fete stall etc.
.....

Dimensions of structure (metres): Length:

Width: Length x width (m²):

Height:

Location:

How is the structure to be secured to the ground ? pegs, sand bags etc.
.....

If pegs are to be used, what are their length?.....

Please circle your answer for the appropriate structure:

Tent / Marquee for **FILMING**:

Is the floor area greater than 200m²? Yes / No

Is the overall height greater than 6m? Yes / No

Tent / Marquee for **PRIVATE / CORPORATE FUNCTION**:

If you are using a singular temporary structure, is the floor area greater than 100m²? Yes / No

If you are using multiple temporary structures, is the total floor area greater than 300m²? Yes / No

Is the overall height greater than 6m? Yes / No

Will there be tiered seating? Yes / No

Tent / Marquee for **COMMUNITY / PUBLIC EVENT**:

If you are using a singular temporary structure, is the floor area greater than 100m²? Yes / No

If you are using multiple temporary structures, is the total floor area greater than 300m²? Yes / No

Is the overall height greater than 6m? Yes / No

Will there be tiered seating? Yes / No

Stage for **COMMUNITY / PUBLIC EVENT**:

If the floor area of the stage greater than 50m²? Yes / No

If the overall height of the stage greater than 1m? Yes / No

Suppliers details

Please provide contact details of the temporary structure supplier

Supplying company:

Contact person:

Supplying company's address:

Supplying company's phone number:

Insurance details

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

The applicant must supply Council with a copy of the temporary structure Supplier's Certificate of Currency showing Public Liability Insurance to the value of at least twenty million dollars (\$20,000,000) per claim for the intended period of hire.

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.

Conditions for temporary structures

Temporary structures, tents, marquees, stages, stalls etc., must adhere to the following:

- They must not be used for the storage or handling of inflammable materials.
- They must not include a structure erected by way of alteration, addition or extension to an existing building.
- They must be setback a minimum of 1.5 metres from all boundaries.
- They must not involve the installation of sanitary services within the structure.
- They must be removed within 24 hours following end of event/use.
- Council's adopted fee for temporary structures must be paid in accordance with Council's Fee Schedule for Parks and Reserves.
- There must be no demolition of existing structures or damage to gardens.

Fees

Fees are valid until 30 June 2020

Temporary Structures

If the footprint of the temporary structure is less than 50m², there is no charge for the structure however normal park hire fees are applicable.

If the footprint of the temporary structure is between 50m² - 100m², a charge of \$65.00 per item applies (receipt code 335). Normal park hire fees are also applicable.

Marquees over 100m² will not be permitted, without development consent.

Bond - \$100.00 per item (refundable after inspection) (receipt code 28).