



Corporate Events Park Hire

Application for Use of Community and Crown Land

Fees are valid until 30 June 2019

About this form

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

- Corporate events / sports days
- Staff picnics and barbecues, spits and catering
- Promotional events
- Team building activities

Not all park hire events are suitable for all parks.

A minimum of two weeks' notice is required to process the application.

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. The permit does not grant exclusive access of the public open space, and it 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, e.g. marquees, fete stalls, etc. and/or amusement devices e.g. jumping castles, etc. and attach to this application.**

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:

Contact person (For Company)

Company:

Postal address: Post Code:

Phone (1) (....)..... Phone (2) (....).....

E-mail: (ACN/ABN):

Site details

Location & time

Location:

For McKell Park hire only: Do you require Canonbury Cottage? YES / NO

Date:

Start time (including bump in):

Finish time (including bump out):

Number of people attending:

Name or location of park where event is to occur.

Purpose

- Corporate Event Corporate Team Building Staff Picnic
- BBQ/Spit/Catering Corporate Sports Day Promotions
- Sit Down Style Lunch Other:
(max. 50 guests)

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

Equipment to be used (list):

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

- 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.
- Council does not provide access to power.
- Minimal amplification, such as a small PA system, is permitted for announcements only, and must be at a volume that does not cause disturbance to local residents.
- A PA System is not to be used for amplification of music or other continuous sound.
- 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.
- Sports Clubs and Schools are responsible for removing all rubbish, including strapping and other waste from the field at the conclusion of their sporting matches or training.
- Your organisation will be charged for any extra cleaning or maintenance, which arises as a result of your booking.
- 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.
- No marketing, sales or promotions of any kind to be undertaken within the Park during the period of use.
- Consuming alcoholic beverages in designated alcohol free parks/reserves. i.e. Steyne Park and Guilfoyle Park
- No amusement device or temporary structure is to be erected, without prior Council approval.
- Marquees are not permitted in McKell Park, Chiswick Gardens or Blackburn Gardens.
- Council may impose other conditions not listed in this document which are site specific or event specific.

Canonbury Cottage Conditions of Hire

- Maximum capacity 30 people.
- Available for hire: Sunrise to Sunset.
- All tables and chairs must be stacked neatly against the wall in the downstairs room after use.
- All functions are to cease and all people must have vacated the premises by sunset as main gates will be locked and there will be no access to McKell Park.
- Opening of McKell Park gates in Daylight Saving times are 7am to 8pm.
- Opening of McKell Park gates outside Daylight Saving times are 7am to 7pm.
- Closing of McKell Park gates is by Challenger Security 0418 222 382.
- The Cottage may be hired in conjunction with the Park for weddings and social gatherings. It may not be hired at times when the Park is already booked for Wedding Parties, as parking restrictions prohibit simultaneous events.
- Music and noise are to be restricted to a reasonable level. All music and noise must cease by sunset or the key deposit will be forfeited. Failure to comply will compromise the refund of the key deposit.
- Please review the full conditions for Venue Hire outlined in the document "Woollahra Council Venues – Conditions of Hire & Declaration" available on Councils' website.

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 e.g. 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 e.g. 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)

Signature

Your declaration

Council will not process this application without the signed acknowledgement of park 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:

Fees

The appropriate fee must accompany the application.

Fees are valid until 30 June 2019.

Corporate Social Events:

1-50 people in attendance per hour \$95.00
51-100 people per hour \$130.00

For Corporate Events:

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

per hour \$255.00

Bond:

Bond \$500.00
(Refundable after inspection)

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

Ceremonies - wedding, naming, christening, wake etc:

Hourly rate \$141.00

Social events - picnics, birthdays, reunions, family gatherings:

Hourly rate \$78.00

McKell Park & Canonbury Cottage Event Bond: \$250.00

Cancellation Fee:

Applicants must contact Council in writing. A fee of \$95.00 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 \$95.00 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.

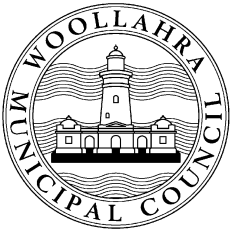
▼ How to lodge this application

Address the application to:	The General Manager Woollahra Municipal Council	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, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.
You can send it to us by any of the following methods:		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.
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	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.
Contact us by phone, fax or electronically		Parking: Short-term customer parking spaces are available on site. On street parking in nearby streets is also available.
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	

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (<i>refer receipt for details</i>) Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer: Date: <input checked="" type="checkbox"/> Cashier: Date:	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
	Event / Promotion Fee	335	
	Bond	28	
	Cottage	62	
	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 payment will incur a processing fee, currently 0.55%

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 Corporate Park Hire

Council Reference Eg. DA No.etc T335

Address (where applicable) _____

PRIVACY NOTIFICATION

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