

# Corporate Event

Park Hire

## Use of Community and Crown Land.

Effective from July 2021 to June 2022

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

### 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.**

For further information, please contact Customer Service Centre on (02) 9391 7000.

## Applicant details

Company name:	<input type="text"/>		
Company contact:	<input type="text"/>	ABN / ACN:	<input type="text"/>
Company address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

## Site details

Location:	<input type="text"/>		
For McKell Park hire only: Do you require Canonbury Cottage?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Date:	<input type="text"/>	Number of people attending:	<input type="text"/>
Start time: (including bump-in)	<input type="text"/>	Finish time: (including bump-out)	<input type="text"/>

**PURPOSE** (Not all venues are suitable for a sit-down style function)

- Corporate Event                       Corporate Team Building                       Staff Picnic  
 BBQ / Spit / Catering                       Corporate Sports Day                       Promotions  
 Sit-down style lunch (max. 50 guests)                       Other:

**Equipment to be used:**

**Are you using a caterer / food & beverage supplier?**

Yes                       No

If yes, please supply the following registration information:

**Name of caterer/  
supplier:**

**Council area:**

**Council registration no:**

**Activity approval checklist**

- |   |  |
|---|--|
| 1. Do you intend having an amusement device e.g. jumping castle, petting zoo etc?<br>If so, have you completed the Amusement Devices Activity Approval application form and attached it to this form? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Do you intend having a Temporary Structure e.g. Marquee, stage etc?<br>If so, have you completed the Temporary Structures Activity Approval application form and attached it to this form?         | <input type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

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

**Conditions of Hire**

Full Conditions of Hire associated with this application can be accessed at:

[www.woollahra.nsw.gov.au/park-hire-general-conditions](http://www.woollahra.nsw.gov.au/park-hire-general-conditions)

**Indemnity statement and applicant's declaration**

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 on Council's land / 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.

I have reviewed the Conditions of Hire relating to this application available at [www.woollahra.nsw.gov.au/corporate-events-park-hire-conditions](http://www.woollahra.nsw.gov.au/corporate-events-park-hire-conditions)

**Applicant's declaration:**

I,  declare that

I 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.

**Applicant's signature**

**Date**

## Fees (Fees are valid until 30 June 2022)

Type of fee	Fee	Receipt code
<b>Corporate Social Events (per hour)</b>		
1-50 people	\$103.00	T335
50-100 people	\$140.00	T335
<b>For Corporate Events (per hour)</b>	\$275.00	T335
<i>(promotions, events greater than 100 guests or sit-down style functions for up to 50 guests)</i>		
<b>Bond: (refundable after inspection)</b>	\$500.00	T28
<b>Cancellation fee</b>	\$97.00	T335
Applicants must contact Council in writing. A fee of \$97.00 is retained and the balance refunded if the applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given.		
<b>Wet weather cancellation</b>	\$97.00	T335
A fee of \$97.00 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.		
<b>Canonbury Cottage Fees:</b>		
<i>(in addition to applicable park hire fee &amp; bond)</i>		
Ceremonies – wedding, naming, christening, wake / per hour	\$150.00	T62
Social events – picnics, birthdays, reunions, family gatherings / per hour	\$84.00	T62
<b>McKell Park and Canonbury Cottage Event Bond:</b>	\$250.00	T28

## Privacy and conditions of use

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy).

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

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

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

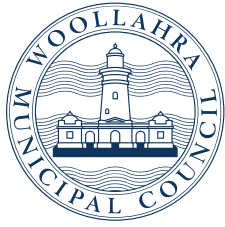
### OFFICE USE ONLY

CSO name:

Event / Promotion  
Fee (T335):

Bond (T28):

Cottage (T62):



# Payment Form

## Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

## Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;  
PO Box 61 DOUBLE BAY NSW 1360

## Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

## Payment particulars

Payment for:

Council reference:

Application address:

## Credit card details

Card type:

Visa

MasterCard

American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

## OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: