

# Public event/entertainment park hire

Application for use of Community and Crown Land

*Fees are valid until 30 June 2018*

## 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:

- Community / public events
- Charity events
- Public entertainment events
- Sporting events / races for the general public

If approved, written confirmation of park hire or an Activity Approval permitting the use of parks or open space within the Woollahra Council Local Government area at the times and locations specified, will be issued to the applicant. The confirmation 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 additional structures, food/beverage sales, entertainment, amusement devices or traffic management are proposed to be installed as part of the event, additional documentation may be required. Refer to page 5, *Event Management Plan: Guidelines for the Application Process*

## 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](http://www.woollahra.nsw.gov.au)

## ▼ Applicant details

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

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

Club/Charity/Company Name: .....

Given names: .....

Family Name: .....

Postal address:.....

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

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

Mobile ..... E-mail: .....

## ▼ Site details

### Location & time

*Name or location of park where event is to occur.*

Location: .....

Date: .....

Start time: .....Finish time: .....

Bump-in time: .....Bump-out time: .....

Number of people attending: .....

---

**Purpose**

Description of Event: .....

*Please indicate purpose of event  
eg. Charity/fundraiser, community  
event, public entertainment*

.....  
.....

---

**Activities and Structures**

1. Do you intend having an amusement device  
e.g. jumping castle, petting zoo etc.? Yes / No

*Not all park hire events are suitable  
for all parks.*

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, stage etc.? Yes / No

If so, have you completed the Temporary Structures Activity  
Approval Application form and attached it to this form? Yes / No

3. Are there any additional activities or performances proposed for  
the event e.g. face painting / clown? Yes / No

If so, list all additional activities or performances: .....

.....

.....

4. List any other equipment to be used:.....

.....

.....

5. Have you attached the Event Management Plan? Yes / No

---

**Conditions of hire****Fees**

Council requires that casual 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.
- Council may impose other conditions not listed in this document which are site specific or event specific.

## 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.

## Public liability

The applicant must supply Council with the Certificate of Currency showing Public Liability Insurance to the value of at least twenty million dollars (\$20,000,000) for each claim with this application.

## 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: .....

## ▼ 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

### 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.

### 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 2018.

The appropriate fee must accompany the application.

21-50 people	\$65.00 p/hr
51 + people	\$91.00 p/hr

### Bond:

Bond (1 – 50 people)	\$500.00
Bond (51 – 100 people)	\$1,000.00
Bond (101 + people)	\$1,500.00

(Refundable after inspection)

### Cancellation Fee:

Applicants must contact Council in writing. A fee of \$51.00 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 \$51.00 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>OFFICE USE ONLY</b>		
Fee Type	Receipt Code	Fee \$
Park hire	335	
Bond	28	
<b>Total:</b>		

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:.....

## ▼ 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.

# Event Management Plan: Guidelines for the Application Process

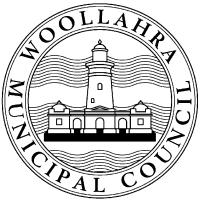
Woollahra  
Municipal  
Council



Please consider the below criterion for your event. All relevant information needs to be submitted, in writing, along with your application form and any other documentation. Applications for special events may take up to 2 weeks for a preliminary assessment.

1. **Introduction**
  - a. Summary of the event
  - b. Key contacts
2. **Risk Management**
  - a. Risk assessment
  - b. Current Public Liability Insurance - \$20 million (attach copy)
3. **Traffic Management**
  - a. Parking/Traffic/Pedestrian Control
  - b. Road closures
4. **Temporary Structures & Amusement Devices**
  - a. Location map/site plan (attach copy)
  - b. Size and quantity
5. **Details on any proposed amplification, entertainment or performances**
6. **Details of any additional or portable toilet facilities**
7. **Details on any proposed food/beverage sales**
8. **Waste Management Plan**
9. **Notification**
  - a. Letter to residents
  - b. Notification to Police – *Notice of Intention to hold a Public Assembly*
10. **Application Forms**
  - a. *Public event/entertainment park hire form*
  - b. *Amusement devices activity approval form*
  - c. *Temporary structures form*

This page has been left deliberately blank to assist with double sided printing.



# Credit Card Payment Form

**All credit card payments 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 **Public Event**

Council Reference eg DA No. etc **T335**

Address (where applicable)

## 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

Yes

No

Cashier

Date