

# Social Events Park Hire

Application for use of Community and Crown Land

*Fees are valid until 30 June 2019*

## 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 picnics, birthdays, reunions and family gatherings. **NOTE:** Bubble soccer requires a Sports Field Hire booking – please use the Sports Field Hire application form.

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

To apply to use Council managed parks and open space for weddings, christenings and bridal photography, please refer to the *Weddings/ceremonies and bridal photography park hire* form.

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 issued for the structure. **Complete the separate temporary structures e.g. marquee, fete stall etc and/or amusement devices e.g. jumping castle etc application form 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](http://www.woollahra.nsw.gov.au)

## Applicant details

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

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

Family name (or Club/School): .....

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

Postal address:.....

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

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

E-mail:.....

## Site details

### Location & time

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

Park location, please tick the applicable box(s):

- |  |   |
|--|---|
| <input type="checkbox"/> Blackburn Gardens           | <input type="checkbox"/> Robertson Park       |
| <input type="checkbox"/> Chiswick Gardens            | <input type="checkbox"/> Rushcutters Bay Park |
| <input type="checkbox"/> Christison Park             | <input type="checkbox"/> Steyne Park          |
| <input type="checkbox"/> Cooper Park                 | <input type="checkbox"/> Trumper Park         |
| <input type="checkbox"/> Lyne Park                   | <input type="checkbox"/> McKell Park*         |
| <input type="checkbox"/> Parsley Bay Reserve         | <input type="checkbox"/> Woollahra Oval 2/3   |
| <input type="checkbox"/> Yarranabbe Park             |   |
| <input type="checkbox"/> Other: Please specify ..... |   |

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

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**Purpose**

Purpose of hire: .....

Date: .....Total guests:.....

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

## ▼ 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.

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**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.
- Decorations are NOT permitted to be attached to any tree, vegetation or council infrastructure.
- 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.

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**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

Note: Large amusement devices (> 50m<sup>2</sup>) attract the hourly park hire fee, regardless of the number of guests attending.

2. Do you intend having a temporary structure e.g. Marquee? Yes / No  
If so, have you completed the Temporary Structure 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.

### Social Events:

0-20 people in attendance	No charge
21-50 people	\$67.00 p/hr
51-100 people	\$93.00 p/hr

### Cancellation Fee:

Applicants must contact Council in writing. A fee of \$52.00 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 \$52.00 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.

### 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**

## ▼ 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

**In Person:**

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:** Train to Edgecliff and 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.

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: .....

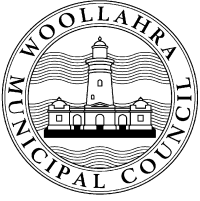
☒ Cashier: ..... Date: .....

### OFFICE USE ONLY

Fee Type	Receipt Code	Fee \$
Park Hire	335	
Bond	28	
Cottage	62	
Amusement devices	337	
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 \_\_\_\_\_ **Social events park hire** \_\_\_\_\_

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	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	_____	
	Date	_____	