



# Public Event / Entertainment Park Hire

## Conditions

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### 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.

## Event Management Plan:

### Guidelines for the Application Process

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
  - Summary of the event
  - Key contacts
2. Risk Management
  - Risk assessment
  - Current Public Liability Insurance - \$20 million (attach copy)
3. Traffic Management
  - Parking/Traffic/Pedestrian Control
  - Road closures
4. Temporary Structures & Amusement Devices
  - Location map/site plan (attach copy)
  - 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

For special events, please contact Steven Fisher at least 2 weeks prior to your event on (02) 9391 7968 or email [Steven.Fisher@woollahra.nsw.gov.au](mailto:Steven.Fisher@woollahra.nsw.gov.au)
9. Notification
  - Letter to residents
  - Notification to Police – Notice of Intention to hold a Public Assembly
10. Application forms
  - Public Event/Entertainment Park Hire form
  - Amusement Devices Activity Approval form
  - Temporary Structures form