

Special Events

Park Hire

Application for use of Community and Crown Land

Effective from July 2024 to June 2025

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.**

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

Applicant details

Organisation / Company:

Contact Name:

Event Name

ABN:

Address:

Email address:

Phone:

If you submit your form by email or post, assessment of your application can take up to ten business days once all required information has been provided. You will be contacted by a Council officer for payment once your application has been approved.

Site details

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

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

*For McKell Park hire only: Do you require Canonbury Cottage? Yes: No:

Purpose of hire:

Date:

Total guests:

Start time:

Finish time:

Site details continued

Are you bringing your own food & drinks? Yes: No:

Are you using a caterer / food / beverage supplier? Yes: No:

1. Name of caterer / supplier:

2. Caterer's NSW Food Authority Licence Number / Council registration number:

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:

PLEASE NOTE: Amusement devices 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 Structures Activity Approval](#) application form and attached it to this form? Yes: 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

Applicant's declaration and signature

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.

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/special-events-park-hire-conditions

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 2025)

| Type of fee | Fee | Receipt code |
|--|------------------------------|--------------|
| Social events | | |
| 1-20 people in attendance / per hour | No charge (no permit issued) | |
| 1-50 people in attendance / per hour | \$82 per hour | T335 |
| 51-100 people in attendance / per hour | \$115 per hour | T335 |
| 101+ people in attendance / per hour (events greater than 100 guests or sit-down style functions for up to 50 guests) | \$156 per hour | T335 |
| Cancellation fee | | |
| Applicants must contact Council in writing. A fee of \$55.00 is retained and the balance refunded if the applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given | \$55.00 | T335 |
| Wet weather cancellation | | |
| A fee of \$55.00 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 | \$55.00 | T335 |
| Canonbury Cottage fees (in addition to applicable park hire fee & bond) | | |
| Ceremonies – wedding, naming, christening, wake / per hour | \$160.00 | T62 |
| Social events – picnics, birthdays, reunions, family gatherings / per hour | \$90.00 | T62 |
| McKell Park and Canonbury Cottage event bond: | \$250 | T28 |

Privacy

For more information about Privacy & Personal Information Policy: 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

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment methods:

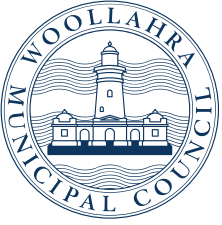
Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY**Social Events Park Hire**

CSO name:

| Fee Type | Receipt Code | Fee \$ |
|--|--------------|--------|
| <input type="checkbox"/> Park Hire | 335 | |
| <input type="checkbox"/> Bond | 28 | |
| <input type="checkbox"/> Cottage | 62 | |
| <input type="checkbox"/> Amusement Devices | 337 | |
| Total \$ | | |



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:

Phone:

OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes

No

Date: