



→ APPLICATION FOR PARK BOOKING

1 Park Details

Name of Park
Function:
Date Required: Time Required:
Number of People
Are you a Registered Charity: Yes / No - If Yes, please quote Registered Charity No
(Please circle)
Council may review your application to ascertain if Council requires a Development Application for your booking/ activity.

2 Applicant's Details

Name: Mr/Mrs/Ms/Miss
[Given Name] [Surname]
Organisation: [if applicable].....
Address: Postcode:
Daytime Phone Contact:..... Fax:
Mobile No: Email:
I hereby agree to abide by the conditions set out below and those included in the Terms and Conditions with respect to this park booking.
Signature of Applicant..... Date:

3 Further Information and Conditions

- 1 Will you be taking BBQs? If yes, please note that only gas BBQs are permitted YES / NO
- 2 Is your event open to the public? YES / NO
- 3 Will a public address system be operating?..... YES / NO
If yes, please note Item 2 on Terms and Conditions
- 4 Will there be good, food or drinks for sale? YES / NO
If yes, please complete an Application Form for Trading Rights (available from Council's administration building and attach a copy of the owner's Public Risk Liability Insurance Policy for \$10M and return it to Council, together with the fee (see over Section 4). To enable a trading licence to be prepared.
- 5 Will there be a jumping castle operating? YES / NO
If a jumping castle will be operating please attach a copy of the owner's Public Risk Liability Insurance Policy for **\$10M** with Council listed as being indemnified for the event and return this with application to Council. Please be advised that the Jumping Castle is for the sole use for your function and NOT for the general public. Check with jumping castle operator regarding method of securing the jumping castle to the ground and supply a letter advising how the site will be secured from the operator.
*****Please see information over the page regarding underground services*****
Please note there is a separate fee (See over Section 4) for use of a jumping castle on Council's parks and reserves where a general booking fee is not applicable.
- 6 Will there be mechanical rides operating? YES / NO
If yes, please note Council requires a copy of the owner's Public Liability Insurance Policy for \$10M with Council being listed as being indemnified for the event. This should be returned to Council with application form. **Please note there is a fee for operation of mechanical rides on Council's parks and reserves where a general booking fee is not applicable.**

- 7 Will there be animal involvement?
If yes, please attach a copy of owner's Public Risk Liability Insurance Policy for **\$10M**. YES / NO
The following conditions are required to be adhered to:
- animals to be under supervision at all times;
 - animals to be held in a secured roped area;
 - animals to be led by an adult at all times; and
 - all fouling is to be collected and removed from Council property.
- 8 Will there be helicopter rides/landings YES / NO
If yes, please contact Council's Event and Functions Coordinator on 4227 7104 for further advice.
- 9 Will public toilets be required? YES / NO
Some public toilets may be locked and a key will be required and can be obtained from Council's administration building. Payment of a bond is required and will be refunded through the mail after the key has been returned.
* Please note that a key is not required for use of toilets at Stuart Park.

*****IMPORTANT*****
PLEASE NOTE: Hirers need to ensure there is no under ground services before digging, pegging or staking.
IT IS ESSENTIAL THAT BEFORE ANY HOLES ARE DUG, OR STAKES, PEGS, STAR PICKETS OR BOLLARDS ARE DRIVEN INTO THE GROUND THAT A SERVICE SUPPLY SCANNER IS USED TO VERIFY THAT THERE ARE NOT ANY SERVICES LOCATED IN THE AFFECTED AREA.

4 How to Pay

- Please return this application form together with the appropriate fees –

Fees as at 1 July 2009– 30 June 2010 - Fees and Charges are inclusive of GST

Park Hire Fee \$115.50	Stuart Park Hire Fee \$231.00	Erection of Jumping Castle \$115.50	Use of Mechanical Rides \$105.00	Key Bond \$50.00	Damage Bond \$220.50	Trading Licence \$103.00
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Option 1 Take form with payment to Cashier at ground floor, Council Administration Building
41 Burelli St Wollongong.

Option 2 Mail form with payment to Wollongong City Council Locked Bag 8821 Wollongong 2500.

- Payments sent by post should be by money order or cheque made in favour of Wollongong City Council
- All hire fees, bond payments and insurance details must be received at least two weeks prior to event.

PLEASE NOTE: This booking will not be accepted until the fees are paid in full.
Wedding Bookings at Stuart Park are charged the normal Park Hire Fee

How to Pay

Hire Fee	\$		Account Number	
Damage/Garbage Bond	\$		Account Number	GL.9000.7200.0000
Key Bond	\$		Account Number	GL.9000.7200.0000
Trading Licence	\$		Account Number	
Total Amount	\$			

Date Paid: _____ **Receipt No:** _____ **Amount Payable:** _____

Property & Recreation

TERMS AND CONDITIONS FOR USE

OF COUNCIL PARKS AND BEACHES (SOCIAL BOOKINGS)

1. Upon completion of the booking the area is to be left in a clean and tidy condition and garbage to be removed from the site to approved waste collection area.
2. Noise is to be controlled by the Hirer and is not to create a nuisance to other park users. Therefore, the use of public address systems, large sound systems and other activities that generate excessive amounts of noise cannot be used without the written permission of Council. That is, the noise level (L10) produced during the performance shall not exceed the background level (L90), by more than 5 dB (A) when measured at the nearest residential boundary.
3. All performances must be completed by 9.30 p.m. unless special approval is granted.
4. All food providers must read the NSW Food Authority Food Handling Guidelines for Temporary Events. A Food Authority Number for each food provider must be listed on the Trading Licence Application Form. For further details please contact Council's Health Section on 4251 4708.
5. The Hirer shall exercise the Permit in a proper and orderly manner to the reasonable satisfaction of the Council and shall not do or permit to be done on the premises any act or thing which may unreasonable be or become a nuisance, damage, annoyance or disturbance to the Council or to the other persons lawfully using the premises or to the owners or occupiers of any neighbouring land.
6. No vehicles are allowed on site without written permission from Council. Parking in allocated parking areas only.
7. In the event of Council keys be requested there is a bond payable per key as per Council's Fees and Charges. Please ring 4227 7267 to arrange prior to the event. Should the key/s be lost or not returned on the due date the bond will not be refunded.
8. In the event of inclement weather application can be made for a refund of the fees paid. A telephone call to the Property and Recreation Division, on 4227 7267, is to be made on the first working day after the booking date, after which the application will be required to be made in writing.
9. The Hirer shall duly comply with and observe the provisions of every statute and of every rule, regulation, ordinance and by-law made or to be made under or pursuant to any statute and of all notices received from any statutory or public authority relating to the premises or the use of the premises by the Hirer.
10. The Hirer shall duly comply with and observe all regulations and directions given from time to time by the Council and/or its authorised servants or agents.

Property & Recreation

11. If applicable to the Permit, the Hirer shall duly comply with and observe the regulations specified in the accompanying 'Food Handling Guidelines for Temporary Events' (version 1/06).
12. The Hirer shall not sell or permit the sale on the premises soft drinks or other items in bottles or other glass containers or ring pull cans.
13. The Hirer shall not erect or alter any structure on the premises and will not damage the premises in any way without the prior written consent of Council.
14. Council may terminate the booking forthwith at any time in the event that the Hirer fails to comply with any of the terms and conditions of this agreement by notice in writing delivered to the premises or sent to the Hirer at the address on the Permit or as directed by an officer of Council.
15. In the event of amusement devices being operated, a copy of registration of device with WorkCover Authority must be presented to Council with Park booking application form.
16. In the event of a garbage/damage bond (as per Council's Fee and Charges) being applicable this bond covers the cost of any damage to the facility and/or for the removal of additional garbage. Once an inspection has been made the garbage/damage bond will be refunded to you.
17. All hire fees, bond payments and insurances must be received by Council at least two weeks prior to event being held.
18. Animals are not permitted on any beach within the City of Wollongong, except for the off leash areas. Please contact 4227 7111 for further information on available areas.
19. With regard to animal involvement:
 - a. Animals to be under supervision at all times
 - b. Animals to be held in a secured roped area
 - c. Animals to be led by an adult at all times
 - d. All fouling is to be collected and removed from Council property
20. It is essential that before any holes are dug, or stakes, pegs, star pickets or bollards are driven into the ground that a service supply scanner is used to verify that there are not any services located in the affected area. A copy of this report to be forwarded to Council prior to the event.