

APPLICATION TO HOLD AN EVENT ON A COUNCIL PARK, OVAL OR RESERVE

Applicants must complete the following application and submit to Tamworth Regional Council (TRC) a minimum of **TWO MONTHS** prior to the proposed event. Please refer to *Information, Terms and Conditions of Hire* when completing this application.

The granting of consent to use any TRC reserve for any purpose is solely at the discretion of TRC. Any proposed use that may be considered to be contrary to the purpose and amenity of the reserve will not be permitted. Particular scrutiny will be given to activities on any reserve that recognises or pays tribute to past events or people.

1. APPLICANT DETAILS

NB: These details must correspond with the details on the Certificate of Currency supplied.

Organisation/Applicant: _____ herein referred to as "the Applicant"

Organisation/Applicant Address: _____

Contact Person: _____ Phone Number: _____

Email Address: _____

2. EVENT DETAILS

Event Name: _____ herein referred to as "the Event"

Event Description: _____

(Please attach additional information if necessary)

Event Location: _____

NB: A site plan of the area, drawn to an appropriate scale, is to be attached on application and should include the location of any associated temporary structures and equipment.

Event Date/s from: _____ to: _____

Bump In Time, from: _____ to: _____

Event Commencement Time: _____ Conclusion Time: _____

Bump Out Time, from: _____ to: _____

Is the Event: PUBLIC or PRIVATE

Estimated Attendance Size: _____

Will the event be advertised? YES or NO

If YES, via which platforms? _____

Will there be any form of payment required to attend the event? YES or NO

If YES, please provide details: _____

Will there be fundraising efforts made at the Event? YES or NO

If YES, who/what are you fundraising for? _____

Do you have written permission from this organisation to fundraise in their name? YES or NO

Please attach a copy of this authorisation.

Will any goods be bought/sold at the Event: YES or NO

What measures will be taken to maintain security? _____

DA Consent Reference: _____ (if applicable)

Charge Number: _____ (for TRC organised events only)

NB: Please refer to the *Information, Terms and Conditions of Hire* for more information on the security requirements and considerations.

2.1. Entertainment and Activities

Provide details of proposed entertainment and activities (i.e. bands, amusement devices, animal farms, games, etc.):

2.2. Equipment and Structures

Provide details of any temporary structures to be erected (e.g. stage, scaffolding, seating, marquee, inflatable devices). Include dimensions and construction details, and attach a detailed site plan with dimensions and design of all proposed temporary structures.

2.3. Vehicles

Provide details of any proposed access to the site, describing the number of vehicles requiring access, their size and purpose of access.

2.4. Electricity

Will you require access to electricity? YES or NO

If YES: 240 volt or 3 phase or Generator (not supplied by TRC)

2.5. Food and Drink

Will Food and Drink be served? YES or NO

If YES – There is a sub-form attached at the end of this document, titled *Food and Beverage Vendors / Stall Holders*. Please complete one form for each food/beverage vendor participating in your event, and attach it to the event application on submission.

Is it intended for Alcohol to be served? YES or NO

NB: Please refer to the *Information, Terms and Conditions of Hire* for more information on the requirements surrounding the distribution of alcohol.

2.6. Waste Management

Will you be utilising TRC Special Event Bins? YES or NO

If YES:

No. of Garbage Bins Required: _____ No. of Recycling Bins Required: _____

Date to be delivered: (weekday only) _____

Date to be collected: (weekday only) _____

No. of Required Services: (maximum one per day, excluding weekends) _____

If **NO**: what arrangements have you made to manage waste generated by your event?

2.7. Amenities

Are existing facilities adequate for your event needs? YES or NO or N/A

Are additional facilities (portaloos) required? YES or NO or N/A

NB: TRC does not supply nor arrange for the supply of such amenities.

If **YES**:

What type of unit/s are required? (e.g. single, double or disabled) _____

How many units are required? _____

What time will the units be delivered to the site? _____

What time will the units be removed from the site? _____

NB: all units must be removed from the site as soon as the Event has concluded.

What is the desired location of the units on site? _____

NB: please identify on the Site Layout to be provided.

Will the units remain on a trailer, and if so, where will the trailer be parked? _____

How will you prevent other park users from accessing the units? _____

NB: General public access to the units can create a liability issue if users injure themselves. Furthermore, you could be liable for damages if the unit is vandalised. All Service Providers are required to have their own Public Liability Insurance (\$20 million minimum) and a copy of their Certificate of Currency must be supplied to TRC upon submission of an Application to Hold an Event on a Council Park, Oval or Reserve.

Are additional cleanings of existing facilities required throughout the event? YES or NO or N/A

If **YES**:

No. of additional cleans? _____

Preferred time/s of additional cleans? _____

3. INSURANCE AND RISK:

3.1. Public Liability Insurance

Please complete these summary details, regardless of whether or not your Certificate of Currency has been supplied. **TRC must be noted on the supplied Policy as an Interested Party.**

The Event Is Underwritten By: _____

Value: \$ _____ Policy Number: _____

Date of Cover, from: _____ to: _____

Is a copy of your Certificate of Currency Attached? YES or NO

If **NO**, please provide a reason as to why, and advise when it will supplied: _____

3.2. Site Induction

Site Inductions are to be carried out at the Event location within the week approaching the Event. Please nominate a preferred day and time for the Site Induction to be carried out: _____

INDEMNITY

I, the undersigned, have read, understood and agree to abide by *the Information, Terms and Conditions of Hire of a Park, Oval or Reserve*, and acknowledge that failure to adhere to these Terms and Conditions may result in the cancellation of my booking.

I accept responsibility for ensuring compliance with local laws and conditions pertaining to use of TRC property on behalf of the afore mentioned organisation.

If signed on behalf of a Company, Incorporated Association or other organisation, I warrant I am a duly authorised representative of the organisation pursuant to the constitution or other governing documentation of the organisation. In the event the signatory is not so authorised, the signatory acknowledges they will be personally liable for their obligations under this Agreement.

TRC makes no representations of any kind as to the suitability of the location for the purpose intended by the Applicant and the Applicant acknowledges they have satisfied themselves as to the suitability of the venue prior to entering into this Agreement.

I understand that I must immediately inform TRC of any event that may cause the insurer to cancel the policy, and TRC shall be entitled upon such advice to immediately cancel any authority given to the Applicant for the Event.

I also understand that this policy must not lapse during the period in which this Application is current, and should it do so, TRC shall be entitled to immediately cancel any authority given to the Applicant for the Event.

The Applicant further releases and indemnifies TRC and keeps TRC released and indemnified in perpetuity in respect of any and all claims, actions, suits, demands, costs, charges and expenses arising out of any matter connected with or related in any way to their use of the venue or this Application, including but not limited to loss, damage, accident, injury, and death of whatsoever nature or kind and however sustained or occasioned and whether to property or to persons and regardless of whether such loss or damage is special, direct, indirect or consequential.

Name of Applicant: _____ **Position:** _____

on behalf of: _____

Signature: _____ **Date:** _____

Please return your completed application paperwork and any accompanying documentation to Tamworth Regional Council via:

1. Email to trc@tamworth.nsw.gov.au
2. Post to PO Box 555 TAMWORTH NSW 2340
3. Hand deliver to your local Council office.

TRC OFFICE USE ONLY – TRIM naming convention:

Booking Request - <insert site/location> - <insert date (dd/mm/yyyy)> - <insert applicant name or organisation> - <insert event name>

A record of this form is to be registered in the relevant TRIM container (per Parks and Reserves Usage – Financial Year). Action TRIM Record to appropriate Bookings Officer.

TRIM Record number to be recorded on original form and forwarded to Central Records.

FOOD & BEVERAGE VENDORS / STALL HOLDERS

Please answer the following questions as they pertain to each food/beverage vendor participating in your event.
Please complete and attach one form per vendor upon submission of this application.

Event Details

Event Name: _____
Event Organiser: _____
Event Location: _____
Event Date: _____

Stall Holder Details

Trading Name: _____
ABN: _____
Business Address: _____
Contact Name: _____ Contact Phone: _____
Contact Email: _____

Do you have a: Registered fixed food premises Registered home based food business
 Registered mobile food vehicle

Contact details the same as details above **OR**

Registered Business Trading Name: _____
Registered Business/Home Address: _____

Details & Requirements

Please select what will be included in your stall:

Mobile Vehicle Trailer Van Temporary Marquee Vending Cart

Stall Dimensions (Metres): _____

Will you require power? YES NO Power Type: _____

Does the stall use gas? YES (*you must have current compliance*) NO

Will you be cooking on site? YES NO – food prepared and transported to the event site

If NO:

How and where will food be prepared: _____

How will food be transported to the event: _____

How will food be stored at the event: _____

Are staff trained in Safe Food Handling? YES NO

Will you be serving alcohol? YES NO

- Please provide a copy of the RSA for all staff serving alcohol

- Please be aware if a Liquor Licence is required, then it is the responsibility of the Applicant to obtain the Licence and comply with all its conditions and terms. In addition to any other indemnities set out herein, the Applicant also indemnifies TRC in respect of any breach of the terms of the Licence by the Applicant.

At all times the storage, preparation and handling of food must comply with the Food Act 2003 and the NSW Food Authority "Guidelines for Food Businesses at Temporary Events". Before selling any food the food preparation and service areas must be inspected and approved for use by a Tamworth Regional Council Environmental Health Officer (EHO). Contact (02) 6767 5555 to arrange an inspection.

Food preparation and storage areas can be inspected at any time food is being sold.

http://www.foodauthority.nsw.gov.au/Documents/retail/temp_events_guideline.pdf

Public Liability Insurance

You are required to supply Tamworth Regional Council (TRC) with a copy of your Certificate of Currency for Public and Products Liability Insurance which shall not be less than \$20 million or such other sum as may be required by TRC from time to time.

Please attach a copy to the completed form and return to TRC with the *Application to Hold and Event on a Council Park, Oval or Reserve*.

INDEMNITY
<p>If signed on behalf of a Company, Incorporated Association or other organisation, I warrant I am a duly authorised representative of the organisation pursuant to the constitution or other governing documentation of the organisation. In the event the signatory is not so authorised, the signatory acknowledges they will be personally liable for their obligations under this Agreement.</p> <p>TRC makes no representations of any kind whatsoever as to the suitability of the location for the purpose intended by the Applicant and the Applicant acknowledges they have satisfied themselves as to the suitability of the venue prior to entering into this Agreement.</p> <p>The Applicant further releases and indemnifies TRC and keeps TRC released and indemnified in perpetuity in respect of any and all claims, actions, suits, demands, costs, charges and expenses arising out of any matter connected with or related in any way to their use of the venue or this Application, including but not limited to loss, damage, accident, injury, and death of whatsoever nature or kind and however sustained or occasioned and whether to property or to persons and regardless of whether such loss or damage is special, direct, indirect or consequential.</p>

Name of Applicant: _____ **Position:** _____

on behalf of: _____

Signature: _____ **Date:** _____

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<p>TRC OFFICE USE ONLY – TRIM naming convention: Stall Holder Participation - <insert name of Event > - <insert date of Event> - <insert applicant trading name > A record of this form is to be registered in the relevant TRIM container (per Parks and Reserves Usage – Financial Year) and Related to relevant park hire application form. Action TRIM Record to appropriate Bookings Officer for assessment. TRIM Record number to be recorded on original form and forwarded to Central Records.</p>
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