

# Application for an Event on a Council Park, Oval or Reserve

Please write clearly using a black ball point pen. If a question does not apply to your event please mark N/A If necessary please attach additional information

Please note at least 1 months notice is required of your booking.

## 1. Applicant's Details

Please provide the following details of the person or company organising the event.

Event Organisers: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phone: Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 2. Fees

Any booking fee and/or bond will be set along with appropriate conditions determined by the nature, size and time of the event. The fee/bond and conditions can only be set after the application is assessed. An invoice will be issued for payment of all appropriate fees & charges.

## 3. Event Description

Please provide clear details of the proposed event (if necessary attach additional information).

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**Note: You must give 10 days notice of your requirement for event bins delivery if required.**

## 4. Public Liability Insurance

The applicant must arrange to obtain Public Liability Insurance cover of at least A\$20,000,000. Please attach a certificate of currency to the application that will cover the time of the event.

## 5. Location, Dates and Times

The location of the proposed event should be clearly described and a sketch plan of the area, drawn to an appropriate scale, is to be attached, including the location of any associated temporary structures and equipment.

Location/Address: .....

Start Date of proposed Event: ..../..../..... End Date of Event: ...../...../.....

Event Time: from..... to .....

**6. Estimated Attendance**

Please indicate the number of people estimated to attend the event overall: .....

## 7. Access

Provide details of any proposed access to the site, describe the nature/size/number of vehicles and the purpose of the access. **No vehicles other than those approved by the Council are allowed onto a Council Park, Oval or Reserve.**

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## 8. Equipment

Provide details of any equipment being used.

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## 9. Entertainment

Provide details of proposed entertainment (i.e. bands, amusement rides, DJ's etc). A copy of Indemnity Insurance of owners of equipment and rides, eg jumping castles, merry-go-rounds, amusement devices to be supplied to Council before confirmation is made.

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9.1 Will a PA system be used:  YES or  NO

If yes please give details:

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## 10. Food Stalls

Provide details of all food stalls, food vendors, mobile food vendors.

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## 11. Public Notification of the Event

Provide details of the proposed advertising and resident notification of the proposed event.

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## 12. Construction Details

Provide details of temporary structures to be erected (e.g. stages, scaffolding, seating), together with dimensions and construction details. Attach a detailed plan of the proposed location, height dimensions and design of all proposed temporary structures.

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## 13. Waste Management

Waste management is an important part of your booking. Council requires information on what you plan to do with waste generated at your event/function. You are not permitted to use any **existing park/street bins** for your waste disposal.

You have the option of either using a Private Waste Contractor OR the services available under Council's Waste Contract for Event Bins (event bins incur fees & charges and will be issued on invoice – please refer to attached sheet for what these are).

Will you be utilising Council Event Bins  YES or  NO

IF **NO** – which Private Waste Contractor have you arranged services with & what sort of service is it?

\_\_\_\_\_

If **YES** - Commence Event Bin – Work Flow Process

~ Number of garbage bins required \_\_\_\_\_ ~ Number of recycling bins required \_\_\_\_\_

*(Note - you are not required to have recycling bins but if you opt to, there should be the same number of garbage & recycling bins)*

~ Date bins required to be delivered? (weekday only) \_\_\_\_\_

~ Date bins are required to be removed? (weekday only) \_\_\_\_\_

~ Bin Servicing – there is a maximum service per day of 1 (in the morning). During your event, how often do you require the bins to be serviced? \_\_\_\_\_

*(please note that you may be contacted to discuss your response and availability of servicing - case by case basis)*

In selecting the Event Bin option & submitting this form you/your organisation agrees to the following:-

- ✓ You are required to give 10 working days notice of your request for bins.
- ✓ Applicants are responsible for the security of all bins once delivered to the site;
- ✓ Applicants understand that if an event bin goes missing or is damaged beyond repair, then a replacement fee of \$130 for each bin missing or damaged will apply and be invoiced;
- ✓ It is the responsibility of the applicant to ensure recycling bins are not used for general rubbish. If they are deemed contaminated then they will be serviced as garbage & you will be charged accordingly;
- ✓ Applicants agree that if they use the recycling bins at their event they will use the recommended bin placement methodology that requires a recycling bin be located immediately beside a garbage bin. This is to assist in reducing possible contamination;
- ✓ The equipment is used for its intended use and no other;
- ✓ Use of the equipment is at your own risk and TRC is not liable for any damage or injury caused by the equipment;
- ✓ TRC's Waste Contractor remains the owner of the equipment supplied.
- ✓ TRC's Waste Contractor WILL NOT collect any additional rubbish left around the bins supplied.

## 14. Electricity/Lighting

Provide details of electricity needed and/or floodlights required. Also provide details of any temporary lighting/power to be used at the event. (Note – No.3 Oval has 3 phase power available. For extra power, please discuss with Council).

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## 15. Safety, Security and Management

Provide details of plans for public safety, security, management and crowd control measures including protection of public property and provisions for first aid and emergency services.

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## 16. Amenities

Provide details of the number of toilet facilities to be provided at the site. This should include existing public facilities and proposed portable facilities.

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## 17. Keys/Gates

Is the event going to require keys to gates or buildings on the site? Provide details of any required keys or gates where access will be required.

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## 18. Traffic Management

Does your event involve the use of public roads or potentially have an effect on local roads?

YES or  NO.

If yes please contact Council's Traffic Management Officer, Mr Craig Orvad on (02) 6767 5555 to discuss procedures & what is required.

Comments

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## 19. Council Services and Facilities

Tick the appropriate box/boxes for services and facilities that are required

Connection to on site electricity (if available), from.....to.....  
Use of onsite water (if available), from.....to.....

Grounds staff (if available),  
Floodlights (if available),  
Additional public toilet cleaning  
Use of change rooms (Ovals only, where available)  
Waste – see Section 13 of this form

from.....to.....  
from.....to.....  
Yes / No  
Yes / No

**Notes**

Please make sure that this application is filled out clearly with all of the relevant information supplied. If the information supplied is inaccurate or insufficient then the application for the event may be turned down or further information requested.

Development approval for large events. The hirer will be advised if this is required. This process can take up to 8 weeks and groups trying to organise large events should take this into consideration when booking. Our Planning Section can be contacted on (02) 6755 4555 for more information about Development Approval.

Tourism Tamworth can provide assistance with accommodation bookings, ticketing and reservations systems as well as marketing and promoting your event. For more information contact the Coordinator - Conferences and Events on (02) 67675315 or email: tourism@tamworth.nsw.gov.au.

<b>Please Return:</b>	<b>The General Manager          Tamworth Regional Council          PO Box 555          TAMWORTH NSW 2340</b>		
<b>Official Use Only</b>			
Officer:.....		File Number:.....	
Area Available on specified date: Yes / No			
Event Approved: Yes / No			
<b>Fees:</b>	<b>Description</b>	<b>Cost</b>	<b>Account Number</b>
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	<b>Total</b>	_____	_____

# Conditions of Hire Events in Council Reserves

## THESE CONDITIONS APPLY TO THE USE OF COUNCIL-CONTROLLED RESERVES FOR AN EVENT (INCLUDING FILMING).

The Hirer agrees that use of the Reserve for the holding of an Event open to the public is subject to the following conditions:

### 1. RESPONSIBILITY FOR ORGANISING THE EVENT

- That the Hirer and/or its contractors, agents and servants is the sole organiser of the Event and will undertake all supervision, safety planning and public security associated with the Event.
- Notwithstanding that Tamworth Regional Council may supply certain services to the Event, such supply shall not be construed as to give Tamworth Regional Council any responsibilities in respect of supervision, safety planning or security.
- That no form of publicity or advertising shall state or imply that Tamworth Regional Council is an organiser or co-organiser of the Event. The name and/or logo of Tamworth Regional Council may only be used with the express written permission of Tamworth Regional Council.
- While the Council will use its best endeavours to prepare the reserve to a suitable condition the Hirer undertakes to assess the condition of the ground immediately prior to occupation and determine whether the ground is fit for intended use.
- The Hirer must comply with all Council requirements which may be displayed on notice boards erected at the Reserve and it should be noted that penalties apply for breaches of such notices. Any variations from the requirements of such notices must be approved by Council prior to the Event.
- The Hirer, if a natural person, must be 18 years of age or greater. The Event shall at all times be supervised by a competent person/s over the age of 18 yrs.
- Council reserves the right to refuse a hiring application where Council officers believe the proposed Event may not be in the public interest. Disputes over this matter shall be referred to Council's General Manager whose decision shall be final.

### 2. INDEMNITY AND INSURANCE

- **The Hirer shall indemnify the Council against loss of or damage to property of the Council and claims by any person against the Council in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the holding of the Event but the Hirer's liability to indemnify the Council shall be reduced proportionally to the extent that the act or omission of the Council or the employees or agents of the Council may have contributed to the loss, damage, death or injury.**
- The Hirer shall effect a Public and Products Liability policy of insurance with an insurer licensed to write liability insurance business in Australia which policy shall:
  - Be specific to this Event or be extended to include the Hirer's liability arising from this Event,
  - Have Tamworth Regional Council noted in the policy for respective rights and interests,
  - Be issued in the registered company name of the Hirer or, where the Hirer is not incorporated, in the full names of all of the Hirers,
  - Have a Limit of Indemnity of not less than Twenty Million Dollars any one occurrence. (The Council may require a higher Limit of Indemnity in certain circumstances),
  - Be in force for the currency of the Event,
  - Provide indemnity in respect of all unregistered vehicles, plant and machinery used in the execution of the Event.
- The Hirer shall, prior to commencement of the Event supply a Certificate of Currency to the Council



in confirmation of the above.

### **3. CARE OF PREMISES**

- The Hirer will ensure that only those vehicles involved with preparation of the Event are allowed on the grassed surfaces and all care must be taken. Please note that the Hirer will be held responsible for any damage which may occur to the ground surface.
- The Hirer will ensure that no stakes, pegs, spikes, nails or similar shall be driven into any surface or part of the reserve without specific permission from Council officers. Any need for such fastenings should be referred to Council officers prior to the Event.
- The ground and any buildings ancillary to it are to be left in a clean condition after the Event. The Hirer will need to arrange a sweep of the grounds for litter and the cleaning of the toilets after the Event.

### **4. AMUSEMENT DEVICES**

- The Hirer will ensure that any Amusement Devices to be used in the Event are supplied by a reputable supplier and will ensure the supplier holds a public liability policy in the sum of no less than ten million dollars and holds all necessary licences.

### **5. FOOD AND DRINK**

- Where food and drink is to be consumed in the same state in which it is sold, it shall be at all times protected from dust, flies and any other contaminations, (e.g coughing, sneezing and handling). Therefore:
  - Food to be eaten in the same state as in which it is sold, should be pre-wrapped wherever possible,
  - Use of fingers for serving unwrapped food to be avoided,
  - All food and drink to be protected from contamination with covers,
  - Smoking is not permitted where food is being prepared or served,
  - Certain foods i.e milk or milk products, egg, meat, poultry, fish and cooked rice should always be kept at a temperature such that the growth of most bacteria is retarded, i.e COLD below 5°C or HOT above 60°C,
  - Hand washing facilities, including soap and towels should be available for use by person (s) involved in serving particularly after use of the toilet.
- Alcohol is not to be sold or consumed inside the Reserve without specific written permission from Council.

### **6. PUBLIC NUISANCE**

- The volume of the ground announcement and noise is to be kept to a reasonable level and a minimum level after 10pm. The ground is to be completely vacated by 11pm.
- The Hirer is to ensure that traffic and parking is controlled so as to minimise any inconvenience to residents and visitors to the area.

### **7. HIRER'S DECLARATION**

I have read and understood the foregoing and acknowledge that failure to observe the Conditions of Hire may result in cancellation of my booking.

Signed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

(Please ensure that you have the authority required to be able to sign for this event)

Name (block letters): \_\_\_\_\_

as / on behalf of: \_\_\_\_\_

Position within organisation: \_\_\_\_\_

<b>Special Event Bin Charges</b>	<b>Fee/ Charge for 2013/2014 (GST Inclusive) \$</b>
Waste bins supplied for special events held within Council land such as Parks, Streets, and Reserves or at facilities such as Community Centre's, Swimming Pools or other venues.	
<b>Service Cost All Sites</b>	
Collection and processing of recyclables	3.35 per bin
Collection and processing of waste bin	5.65 per bin
<b>Delivery Fees</b>	
Provision of MGBs: supply, installation and storage of MGBs to nominated special events. Being a flat rate per request including both delivery and recovery of bins	
Attunga	67.00
Barraba	199.00
Bendemeer	134.00
Dungowan	67.00
Duri	67.00
Kootingal	67.00
Manilla	100.00
Moonbi	100.00
Nundle	199.00
Somerton	100.00
Tamworth	Nil
<b>Bin Replacement Charge</b>	
Charge applied if bin not available for collection by contractor at end of event (stolen, vandalised etc.)	133.00 per bin