

### Time Requirements

**All applications must be submitted to Council with a minimum of:**

- 25 working days (5 Weeks) for events with less than 5000 people
- 45 working days (9 Weeks) for events with more than 5000 people
- 60 working days (12 Weeks) for events requiring a Traffic Management Plan (Road Use/Closure)

**Please be aware that some events *may* require a Development Application. To check if a Development Application will be required, prior to completing this form please contact Council's Duty Planner on 4677 1100 between the hours of 8:30am and 12:30pm weekdays.**

### Event Organiser (Contactable during Business Hours and Event Operating Hours)

Name of Hirer / Organisation:			
Applicant (Name)		Position within Organisation:	
Contact Numbers	(H)	(W)	(M)
Postal Address:			
Email Address:			
Are you a Not For Profit Organisation?			

### Event Details

Name of Event:			
Venue/Park Name:			
Area required:			
Purpose of Event	(Market, Presentation Day, Festival etc.)		
Event Date/s:			
Event Times:	Starting Time		Finishing Time
Set Up Date/s		Bump in Time	
Pack Up Date/s		Bump Out Time	
Expected Attendance	Adults		Children
Entry Fee:	YES/NO                      If yes, what is the cost?		



## Food and Beverage

**Will alcohol be sold at the event**

**Yes/No**

If yes, a licence must be obtained from the Office of Liquor, Gaming and Racing. A copy must be provided to Council's Facilities Coordinator at least five (5) days prior to your event and the below details must be provided:

Consumption/Liquor Licence Holder name:		
Address:		
Phone:		
Email:		
Number of dispensing and consumption areas to be available:	Dispensing:	
	Consumption:	
What are the operating hours during the event?		
How will the boundaries of dispensing and consumption area be defined?		

**Will food be sold**

**Yes/No**

If yes, you are also required to complete the next section and you may be required to contact Council's Compliance Section on 02 4677 1100, who may discuss proper food handling procedures and guidelines with you.

**Each Food Stall Holder/Mobile Food Van attending your event is required to complete a Food Business Notification form which should be submitted to Council with the following from each vendor:**

- Certificate of Currency for public liability
- Copy of current Food Safety Supervisor Certificate
- A copy of a recent satisfactory Inspection if there is one

**Please be aware that Council may inspect individual food stall holders at your event and fees will apply to each stall that is inspected.**

This requirement may not be applied if the stallholder has had a satisfactory inspection at a recent event however all stall holders serving food should be advised of this requirement and associated fee. Community Groups, such as not for profit sporting groups, who are selling food at an event are subject to the same food handling requirements however inspection fees do not apply if an inspection is carried out by a Council Officer.

## Food Stalls/Outlets & Mobile Food Vans

The set up and operation of a food stall/outlet or mobile food van must comply with NSW Food Authority Food Handling Guidelines for Temporary Events.

1. Please complete the below form if food will be sold at your event. .

Business Name	Contact Name	Contact Number	Business Address	Email	Food to be sold

Please photocopy and attach additional pages if required.





**Animals**

**Do you propose to include Animals at your event** **Yes/No**

What is the purpose (Please circle) **Animal Farm/Display/Rides/Other** \_\_\_\_\_

Please list the animals below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Entertainment**

**Will there be entertainment at the event** **Yes/No**

What is proposed?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Is a public address or sound system proposed?** **Yes/No**

**Please list other infrastructure that may be used (eg. Screen, projector)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Electricity**

Where an event requires connection to electricity, the preference is that generators are used. It is expected that all electrical connections comply with Australian Standards and all items are appropriately tested and tagged.

**Do you require access to electricity at your event** **Yes/No**

If yes please advise exact details and what items will use power

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Are you proposing to use generators at your event?** **Yes/No**

If yes please specify size and location:

\_\_\_\_\_  
\_\_\_\_\_

On occasion, it may be possible to access Council's main power at parks and reserves. This is subject to Council approval and an onsite licensed electrician will be required. Please check with Council's Facilities Coordinator on 4677 1100 for further information.

## Lighting

Lighting may be required at your event if it operates into the evening. Consideration should be made for the pack up and bump out phases and also sunrise and sunset times throughout the year.

On site lighting may be available at some parks and reserves – please contact Council’s Facilities Coordinator for further information. Please note, additional fees may apply.

If you are providing portable lighting please provide details of the contractor that is providing this service:

Business Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Water

**Will you require access or a connection to the water supply** **Yes/No**

What will the water be used for?  
 \_\_\_\_\_  
 \_\_\_\_\_

## Toilets

**Are you proposing to use existing toilet facilities** **Yes/No**

**Are you proposing to use portable toilets** **Yes/No**

Please complete the below table:

Type of Toilet	How many are available/will be provided?	Will they be serviced?(cleaned throughout the event)	When will they be delivered? (Day/Time)
Existing Male			
Existing Female			
Existing Accessible			
Portable Male			
Portable Female			
Portable Accessible			

Council may determine that additional facilities are required for the event.



## Security

Security is required for all high risk events and all other events with an expected attendance of 500 or more people. A high risk event will be determined at the discretion of Council.

Will security be in attendance at your event? Yes/No

If yes, how many? \_\_\_\_\_

What duties will the security undertake and where will they be located?  
\_\_\_\_\_  
\_\_\_\_\_

**All security guards must be suitably qualified. Please complete the following details and also attach a letter of confirmation from the contracted Security Company (on company letter head) to this application.**

Security Company: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Event Day Security Contact (Name and Number) \_\_\_\_\_

## First Aid

Will you be providing first aid facilities and staff at your event Yes/No

Company: \_\_\_\_\_

Contact Details (Name and Number): \_\_\_\_\_

**Please highlight location of first aid facilities on your event site plan.**

## Traffic Management

Will the event require a road closure Yes/No

Will the event have any on-road activities Yes/No

Could your event impact on normal traffic flow? Yes/No

Will your event overflow on any driveway/parking area/footpath? Yes/No

If yes was answered to any of the above questions, you will be required to submit a Traffic Management Plan to Council. Hostile Vehicles Mitigation must be included in your Traffic Management Plan. For further information on Traffic Management Plan requirements, please contact Council's Traffic Engineer on 4677 1100.

**Please note that Traffic Management Plans will need to be presented at the Local Traffic Committee and as such will need to be submitted to Council at least 60 working days prior to the event.**

Have you identified parking areas that will be required for the event Yes/No

Will you have parking attendants guiding vehicles? Yes/No

**Please indicate parking areas on event site plan**

## Waste Management

Please complete the table below:

Type of Bin	Number Provided	Will they be serviced?(emptied throughout the event)
General waste bins		
Recycle Bins		
Skip bins		
Other		

For all facilities, Council has a right to charge a clean-up fee if the ground is left in an unsatisfactory condition.

## Vehicle Access

No vehicle is to be driven onto any sporting field, park or reserve except where all the following conditions have been met:

- Council has provided written approval
- Provision is made for vehicles with an identified path that must be followed
- All vehicles are escorted and travel at a walking pace

**Is vehicle access required** **Yes/No**

Please provide the reason/s for access and the number of vehicles:

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**All vehicles not covered under a public liability insurance policy must be covered by a third party motor vehicle insurance.**

## Fireworks

**Do you propose to have a fireworks display** **Yes/No**

If yes, please complete the following information:

Pyrotechnic Company	Contact Name	License Number	Contact Number

Location of Fireworks	Date/s	Start and Finish Times

**Have you notified surrounding properties** **Yes/No**

Please attach a copy of the notice and a map of the distribution area. Please note a minimum of 500m radius from the firing site must be notified)

The following authorities must be notified:-

- NSW Police – the Local Area Commander
- NSW Fire and Rescue and/or Rural Fire Service

If fireworks are to be used as part of the event, please organise the following:-

- A copy of the SafeNSW permit for the fireworks display
- Notification (letterbox drop and advertisement in local paper) so that appropriate arrangements can be made for those with animals, etc.
- You must comply with the timing stated on your approval and notification.

In the event of a Total Fire Ban all fireworks displays must be cancelled. It is the hirer's responsibility to check the fire ban status.

## Communication

How are you promoting the event?

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Please ensure that all event staff and contractors are aware of emergency communication procedures, key contacts and vehicle access management information.

## Wet Weather Contingency/Cancellation

Council may close a facility due to wet weather, particularly if there is concern over the condition of the grassed surface at the conclusion of the event. Additionally, due to inclement or wet weather, the event organisers may wish to postpone or cancel the event.

Please outline your wet weather contingency plan:

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## Check List

Please ensure you have completed all sections of application. The following documents must be attached to the application or forwarded to Council within the specified time frame:

- Site Plan which clearly details the following if applicable to your event:
  - Emergency Access Routes, parking, accessible parking
  - Stage and direction of amplified sound
  - Security, crowd control and/or police locations
  - Approved liquor consumption areas
  - Site entrances and exits
  - Registration/marshalling areas
  - Marquees/tents/stalls
  - Amusement devices
  - PA Systems
  - Fire Extinguishers
  - Spectator Areas
  - First Aid Posts
  - Lost Children/property
  - Portable Toilet facilities
  - Litter/refuse facilities
  - Fireworks launch site/exclusion zone
  - Power sources
  - Road closures
- Proof of public liability cover - Certificate(s) of Currency
- Risk Management Plan
- Liquor Licence (if Applicable)
- Fireworks Display Notification and supporting documentation (if applicable).

Each **Food Vendor** should also provide

- Food Notification Application* form
    - Certificate of Currency
    - Current Food Safety Supervisor Certificate
    - Recent satisfactory inspection if they have one.
- Refer to Council's Senior Environmental Health Officer for further information.***

All **Amusement Device Operators** need to complete

- Approval for Amusement Device* form for each mechanical device
    - SafeWork NSW Certificate of Plant Item for each mechanical device
    - Certificate of Currency for public liability for all amusement devices
    - Appropriate application fee per ride
- Refer to Council's Senior Environmental Health Officer for further information.***

**Road Closures** – When an event impacts traffic movements on a public road or a temporary road closure is proposed:

- Application for Road Events and Temporary Road Closure Permit*
    - Must be submitted a minimum of eight weeks prior to the event.
- Refer to Council's Traffic Engineer for further information.***

## Hire Agreement Declaration

I declare that all information provided in this application is, to the best of my knowledge, true and correct and, if the application is on behalf of an organisation, I am duly authorised to sign on behalf of that organisation.

I understand if information is incomplete or attached supporting documentation is inadequate, more information may be requested and approval of this application may be delayed or rejected.

I accept and understand that the organisation, company or individual taking responsibility for the management of the event is responsible to ensure that all parties involved in the organisation of the event and/or providing equipment, structures or similar have suitable insurance cover and take full responsibility for any assembly, operation and removal and Council will not be liable for and does not provide any insurance relating to the same.

I understand that at any time a Wollondilly Shire Council Officer may attend the site to monitor activities to ensure they are in accordance with the actions declared in this application.

I acknowledge that if damage is caused to a Council asset at any stage of the event as a result of the event activity, Council will seek repair or remediation costs from the organisation, company or individual taking responsibility for management of the event or it will deduct such costs from any bond payment.

I agree that if any information provided in this application is misleading, Council may amend or rescind any approval granted.

I acknowledge that by accepting the Event Application, Council does not assume or accept any liability for any act, error or omission by you or anyone associated with the Event and any connected loss, damage, injury or death.

I am responsible to ensure Council and all other authorities and stakeholders are promptly notified of any changes. Council reserves the right to modify the conditions of approval for the Event or to retract the approval.

I undertake to be responsible for the payment of Fees, Charges and Bonds fixed by the Council for hire of the facility and any additional charges arising out of hiring in accordance with the Conditions of Hire which we agree shall apply to this application.

Name:			
Position:			
Signature		Date	

**Privacy Statement:** Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information is required by law and failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that information supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 (GIPPA)

**Office Use Only**

<b>Hire Fee:</b> <b>Public Liability Insurance:</b> <b>Bond:</b> <b>Key Deposit:</b>	<b>Confirmation Letter:</b> <b>Invoice:</b> <b>Booking Reference:</b> <b>ID Provided:</b>
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## Conditions of Hire for Special Events – HIRER TO RETAIN

Completion of the Application for Hire form does not confirm your booking. Your booking is not confirmed until you have received written confirmation from Council or the Management Committee and is subject to the payment of all fees and bonds.

### Booking Process, Fees & Bonds:

1. Only persons 21 years and over are permitted to sign Council's Hire form. Proof of identity must be provided. Those signing on behalf of an organisation must be duly authorised to do so.
2. Hirers must complete a Special Events Application form and agree to use only that part of the facility nominated in the Hire Application, and confirmed by Council or the Management Committee (whichever is applicable). Times of hire must be adhered to. **Setting up times** and **packing up times** must be included in the booked time.
3. Hirers are to clearly state the nature and type of activity that is to take place on their Special Events Application form.
4. All Hire fees, Bonds and Deposits are to be paid in advance and prior to the use of the facility.
5. Hirers must pay the appropriate fee in accordance with the schedule of Fees and Charges as adopted by Council. If the Hirer wishes to apply for a Reduction or Waiver of Council's Adopted Fees they should contact Council's Facilities Coordinator for details of this process by email to [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) or by telephone on 4677 1100.
6. All hirers must hold public liability cover. Those hirers who do not hold their own public liability cover may qualify for Council's Casual Hirer's Insurance. Fees are applicable based on the type of function.
7. Hirers must ensure they obtain the necessary Permits for their activity (e.g. Liquor Licence for sale of alcohol or APRA Licence for Public Performances) as required.
8. The Hirer is required to give seven (7) days' notice of cancellation otherwise full payment must be made. A processing fee of 10% of hire fee is applicable to cancellations if more than seven (7) days but less than one (1) months' notice is provided. No fee is applicable if one month or more notice is provided for cancellations.
9. Refundable bonds will be returned within two (2) weeks of the hire date, provided the facilities are left in a condition satisfactory to Council or the Committee (whichever is applicable) and the key returned. Failure to leave the facilities clean and tidy will result in the forfeit of the bond.

### Keys

10. The Hirer or person nominated by the Hirer may collect keys and sign the Key Issue Form at a time suitable to Council's Facilities Coordinator or the Management Committee Booking Officer. Keys are only able to be collected on a weekday before 4pm and an appointment must be made for this process.
11. No additional keys may be cut by the Hirer. Any additional keys required must be ordered by Council and further key deposits will apply.
12. Keys must be returned to Council on the first business day following hire. Bonds and key deposits will only be refunded following the return of the key and pending a satisfactory post-hire inspection.

### Alcohol and Security

13. The following terms relating to the use of alcohol are prohibited:-
  - Consumption of alcohol in glass bottles.
  - The consumption of intoxicating liquor by persons under the age of eighteen (18).
  - Bringing bulk alcohol or kegs into a community facility; or
  - Selling alcohol on the premises without a Function Licence.
14. The Hirer must provide a copy of their liquor licence to Council prior to their function if alcohol will be sold at their event.
15. Council may require the use of Security Guards at your event if it is considered to be "high risk".

## Conditions of Hire for Special Events – HIRER TO RETAIN

16. Venue Capacity is not to be exceeded under any circumstances.

### Damage Bond

17. All Hirers must remove their own **rubbish** from the site. In doing so Hirers must not place this rubbish in any fixed Council bin, or trade waste bin, located in or near the facility.
18. Vehicles are not to be taken into the area without the prior written approval of Council.
18. The area is to be left in a clean and tidy state.
19. The Hirer undertakes that in connection with the use of the facility they will not permit or suffer anything to be done which is damaging, disorderly or offensive. The Hirer shall be held responsible for the preservation of good order in general.
20. If the facility is left in an unsatisfactory condition that requires remediation works, including removal of rubbish, hirers will be charged for this service and the amount due deducted from the bond. Any damages must be paid for. If the total due exceeds the bond paid, the additional amount will be charged to the hirer.

### General

21. Council, any of its Officers or Management Committees, reserve the right to refuse any booking, or to cancel a booking within reasonable grounds and shall no way be liable for any loss or damage suffered by the Hirer, or any firm or corporation supplying any article or service to the Hirer, or otherwise in consequence of the exercising of this right. Management Committees are to advise Council in writing of the grounds for any such action.
22. The facility must only be accessed in the booked time for the purposes stated on the hire application. The hirer must ensure that they include sufficient time in their booking to allow for **setting up and cleaning up** following their hire.
23. The Hirer must carry out a safety inspection prior to use of the facility. **In case of emergency**, or to advise of any incidents, please contact Council's after hours service on 4677 1100. **Note:** - Out of hours calls of a non-urgent nature to seek assistance for minor matters will be charged to the hirer (minimum 4 hour call out fee at double time) at the discretion of Council. **NOTE: Emergencies of a medical nature should be called through to 000.**
24. **Smoking** is not permitted in ANY Council buildings.
25. **First Aid** equipment for casual hire must be provided by the hirer for those attending their function.
26. No **animals** are to be taken on the ground unless prior permission is obtained from Council, and it is not in contravention of Council Ordinance Signs.
27. The Hirer must obtain Council's approval for the erection of any **signs or banners**, etc. within or outside the facility, in accordance with Council's Advertising Policy.
28. Sub-Rental/Leasing by Hirers which have been allocated the use of a particular facility is prohibited.
29. All music played must be kept to a reasonable level to avoid disruption to nearby residential areas.
30. Should a Hirer be unable to proceed with their booking due to faulty utilities on the day, a written request for a refund of hire charges may be submitted to Council for consideration however Council is not obligated to accept liability.
31. Council may impose additional conditions of use when assessing your application, if so, details will be included in your confirmation letter.

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Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571  
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