

APPLICATION FOR HIRE OF A Park or Reserve Casual Hirer

Hirers wanting to book for a **Community Event** or an event that includes amusement devices, market stalls or sale of alcohol are required to complete and submit the **Special Events Application form** instead of this park hire form.

Hirer Details			
Name of Hirer / Organisation:			
Applicant (Name)		Position within Organisation:	
Contact Numbers	(H)	(W)	(M)
Postal Address:			
Email Address:			

Facility Requirements			
Name of Park or Reserve:			
Area required:			
Date Required:			
Starting Time		Finishing Time	
Purpose of Hire	(Wedding, Naming Day, etc.)		

Additional Information Required			
Number of Adults attending:		Number of Children attending:	
Will you consume alcohol at your function? Note: Alcohol consumption must be in accordance with Council's Conditions of Hire.			Yes/No
Will you be erecting a temporary structure at the park or reserve (e.g., marquee, etc.)? If yes, please provide details below: Include size of structure. Attach further information to this application as required			Yes/No

<p>Will you bring any other equipment into the park or reserve (e.g., jumping castle, chairs & tables, etc.)? If yes, please provide details below: Attach further information to this application as required</p>	Yes/No
<p>Is there any further information relevant to this booking application? If yes, please provide details below: Attach further information to this application as required</p>	Yes/No

Hire Agreement

I the hirer confirm that I am over 21 years of age.

I have read and understand the accompanying Conditions of Hire. I understand that the Management Committee or Council reserve the right to cancel Approval to Hire if:

- Payment is not made by the due date;
- Any significant change to the original intended purpose for the use of the facility occurs;
- The conditions of Hire are breached.

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

Name

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

<p>Hire Fee: Public Liability Insurance: Bond: Key Deposit:</p>	<p>Confirmation Letter: Invoice: Booking Reference: ID Provided:</p>
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Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571
Phone: (02) 4677 1100 Fax: (02) 4677 2339 Email: council@wollondilly.nsw.gov.au DX: 26052 PICTON
Web: www.wollondilly.nsw.gov.au

- Conditions of Hire for Council Parks & Reserves – 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 Application for Hire forms. 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 Booking 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).
3. Hirers are to clearly state the nature and type of activity that is to take place on their Booking Application form. Hirers want to book for a **Community Event or an event that includes amusement devices or market stalls or sale of alcohol are required to complete and submit the Special Events Application** form instead of this park hire form.
4. All Hire fees, Bonds and Deposits are to be paid in advance and prior to the use of the facility.
5. 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.
6. 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 on council@wollondilly.nsw.gov.au or on 4677 1123.
7. 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.
8. 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

9. If a key is required, 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.
10. No additional keys may be cut by the Hirer. Any additional keys required must be ordered by Council and further key deposits will apply.
11. 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

12. The following terms relating to the use of alcohol are prohibited –
 - The consumption of alcohol in glass bottles;
 - The consumption of intoxicating liquor by persons under the age of eighteen (18) years;
 - Bringing bulk alcohol or kegs into a community facility; or
 - Selling alcohol on the premises without a Liquor Licence.

Damage Bond

13. 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
14. Vehicles are not to be taken into the park area without the prior written permission of Council. All vehicles must use the allocated parking areas. .

15. The area is to be left clean and tidy.
16. 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 conduct of each and every person in attendance at their function and the preservation of good order generally.
17. If the facility is left in an unsatisfactory condition that requires remediation works, including removal of rubbish, hirers will be charged for the 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

18. 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.
19. 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.
20. 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. 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.**
21. 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.
22. 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.
23. Sub-Rental/Leasing by Hirers which have been allocated the use of a particular facility is prohibited.
24. All music played must be kept to a reasonable level to avoid disruption to nearby residential areas.
25. Council may impose additional conditions of use when assessing your application, if so, details will be included in your confirmation letter.