



# Nowra Showground Hire (Outdoors) Application Form

Assets & Works Group

**City Administrative Centre** Bridge Road, Nowra, NSW, Australia, 2541

**Address all correspondence to:** The General Manager, PO Box 42, Nowra, NSW, Australia, 2541 | DX 5323 Nowra  
council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

Thank you for your enquiry to hold an event at the Nowra Showground.  
The Showground has a variety of outdoor areas available for hire including:

- Main arena (includes the use of the grand stand and kiosk)
- Added area
- Lower added area
- Grandstand
- Woodchop arena
- Cattle lawns
- Hanging rock lookout
- Camp sites (powered and unpowered)

Meeting Rooms also available for hire include:

- Pavilion
- Committee room

To confirm your booking please complete the booking form and forward to:  
Shoalhaven City Council, PO Box 42, Nowra 2541.

A payment advice slip or invoice will be sent on the return of your application.

If I can be of further assistance please contact the Parks Administration Officer on 4429 3111 or if you wish to enquire about other Shoalhaven facilities for hire please go to <http://shoalhaven.nsw.gov.au/MyCommunity/Communityfacilities.aspx>

Privacy Notification: The information requested on this form is being collected by Shoalhaven City Council for the hire of facilities only. The information will be used solely by Council officers for the purpose mentioned or a directly related purpose. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access or amendment of the information at any time

**This form may be published on Council's website in accordance with Government Information ( Public Access) Act 2009**

## OFFICE USE ONLY

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## 1 Applicant Details

First Name: .....

Surname: .....

Organisation: .....

.....

Address: .....

.....

Suburb: .....

Postcode: ..... State: .....

Phone (BH): ..... (AH): .....

Mobile: ..... Fax: .....

Email: .....

## 2 Details

Venue: .....

Area Hired (eg. hall, meeting room, surrounds): .....

.....

Type of Function: .....

.....

Date of function: .....

Number of Guests .....

Arrival Time (to include set up): .....

Departure Time (to include pack up): .....

Collection of Keys: .....

Tax Invoice required for GST use

NOTE: A list of Fees & Charges is attached. All prices are INCLUSIVE of GST. As per Terms & Conditions, please attach copy of current Public Liability Insurance.

Copy attached

Not applicable

## 3 Declaration

I certify that I have read and do agree to abide by the Terms and Conditions of Hire attached.

..... (Date)..... / ..... / .....  
(Signature of Applicant)

..... (Date)..... / ..... / .....  
(Signature of Booking Officer)

### OFFICE USE ONLY

Hours @ \$:	(per hour)	Total \$:	Bond (bond is compulsory, determined by hire type) \$:
Other \$:	Less Paid \$:		Balance Due \$:
	Application - Hire - Nowra Showground (Outdoors		Administration Officer - Parks Operations

## Permit

Upon payment of your booking, Council will issue you with a Permit for your hire of the Venue. This permit must be at the Venue during the Hire Period and must be produced on demand.

## Hire Period

Your booking will start and end at the times set out in the Approved Hire Details. You will not have access to the Venue before or after these times, unless expressly authorised by Council. The delivery or removal of equipment, setting up or cleaning of the Venue must be completed during the Hire Period.

## Hire Fee

You must pay the Hire Fee to Council in the amount and at the times set out in the Approved Hire Details. The Hire Fee will be charged in accordance with Council's Annual Fees and Charges.

Council may require you to pay a Deposit to secure your booking. The amount of the Deposit and the Payment Date is set out in the Approved Hire Details.

## Bond

Council may require you to pay a Bond for use of the Venue. The amount of the Bond and the Payment Date is set out in the Approved Hire Details.

Council will inspect the Venue after the function. If the Venue has been left in a satisfactory condition, Council will refund the Bond to you within ten working days of the inspection date.

If the Venue has been left in an untidy condition or the Venue has been damaged, Council will contact you and make arrangements for cleaning or repairs to be carried out. Any costs incurred for any additional cleaning or repairs necessary to reinstate the Venue to the condition it was before the time of hire will be deducted from the Bond.

## Cancellation by Council

Council reserves the right to cancel your booking immediately by verbal or written notice if you are in breach of any of the hire conditions.

## Cancellation by You

If you decide not to use the Venue for your function, you must immediately notify Council.

If you cancel your booking after the Cancellation Date set out in the Approved Hire Details, you must pay the Hire Fee in full.

If you cancel your booking before the Cancellation Date set out in the Approved Hire Details, and you have paid the Hire Fee, Council will refund the Hire Fee and any Bond paid within ten (10) working days from the date of cancellation.

It is recommended that you cancel all advertising relating to the function and notify any sponsors or clients.

## Keys

You can collect and return the keys from the person and the times set out in the Approved Hire Details. Keys will not be handed over unless you produce proof of payment. You must not copy the keys.

## Damage

You will be responsible for any damage you cause to the Venue or any fixtures, furniture or equipment at the Venue, except for reasonable wear and tear. Any damage will be repaired by Council at your cost and any expenses incurred will be deducted from the Bond.

You should report any accidental damage to the Venue upon return of the keys. If not reported, the damage will be deemed as wilful and may be reported to the Police.

## Cleanliness

You must leave the Venue in a clean and tidy condition and return it to the condition before the time of hire. This includes returning any tables, chairs and other equipment to their original position, removing garbage and cleaning any kitchen, cutlery, crockery or glassware. If the Venue is not left in a clean condition, any cleaning costs incurred will be at your cost and may be deducted from the Bond.

## Approvals

You must obtain all necessary consents and approvals for your use of the Venue including any development consent required under the Environmental Planning & Assessment Act 1979.

If are unsure whether your function requires development consent, contact the Development Services Section on 4429 3111.

## No Smoking

Council has a No Smoking Policy which applies to the Venue.

## Alcohol

You must not sell alcohol at the Venue unless you have an appropriate licence under the Liquor Act 2007 and the Liquor Regulation 2008. You must provide Council with a copy of any licence or approval at the time of booking, and if requested, on demand.

If you wish to sell alcohol, contact the NSW Office of Liquor, Gaming & Racing on 02 9995 0894.

## Safety

You must be aware of, and follow, the evacuation procedure for the Venue. You must ensure that you keep any fire exits clear at all times.

You must immediately report any accident or incident at the Venue to Council. An incident form must be completed and given to Council.

## Electrical Equipment

You must not use double adaptors at the Venue and must ensure that all electrical appliances used by you are tested and carry a current tag. All electrical devices must be protected by a Residual Current Device (RCD).

## Council's Property

You must not interfere with any electrical wiring, switchboard or sound equipment at the Venue. Any alteration of Council property without written approval will result in the loss of the Bond.

## Offensive Noise

The noise level from the event shall not cause a noise nuisance to nearby residents. Offensive noise may be defined as any noise that may be capable of being heard inside the residence of any person. If an amplifier is to be used the speakers will be oriented away from other residences. The speakers shall be located as far down the poles as possible and mounted at a downward 45-degree angle. Only persons nominated by the event organiser shall be permitted to use the PA system.

## Charitable Activities

You must observe any requirements of the Charitable Fundraising Act 1991.

If you have an enquiry about these requirements, contact the Department of Gaming and Racing on 9995 0300.

## Sub-Letting

You must not sublet the Venue or assign your rights to any other organisation or person without Council's prior consent.

## Liability

You must accept responsibility for any claim for damage to property or injury to persons which arises from your use and occupation of the Venue.

## Insurance & Indemnity

Unless you are covered under Council's Casual Hirers' Public Liability Policy, you must obtain and maintain public liability insurance for the amount set out in the Hire Details with an insurer approved by the Australia Prudential Regulation Authority, noting the interests of those listed in the Approved Hire Details. Proof of this Policy is to be submitted to the Director City Services & Operations for approval prior to the commencement of the Hire Period. Council's Insurance Manager must also decide to approve the insurance provider. You must provide Council with a Certificate of Currency upon request.

You agree to indemnify Council and those other individuals/organisations noted on the Approved Hire Details from and against any actions, suits, claims and demands of whatever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the activities approved under this Permit.

## Directions

You must comply with any direction given by an authorised officer of the Council (including Council Rangers) or a Police officer acting in the course of their duties.

## Complaints & Compliments

If you have any complaints or compliments about your use of the Venue including the quality of the building, hiring, service or support, please put these in writing to Council.

## Crowd Control

You are responsible for crowd control during your use of the Venue.

Depending upon the type of function, Council reserves the right to request security be provided.

## Locks

All gates are locked at 10:00pm and unlocked at 6:00am. During camping events, the Worrigeer Street gate can be left closed and unlocked if you wish.

You can discuss security arrangements directly with South Coast Security (Council's Security Contractor) on 4423 3400.

## Security

All functions occurring on weekends are routinely reported to local Police and Council Rangers.

Any after hours emergency can be reported to Council on 4421 3100.

## Closing Time

Your use of the Venue must cease at 12:00am. You should ensure that your function is concluded in order to leave enough time for you to clean up the Venue before 12:00am. The Security Patrolman will liaise with you at approximately 11.30pm (unless stated otherwise) to ensure that no people/vehicles are locked inside the Venue unnecessarily.

## Kitchen Facilities

Your use of the Venue must cease at 12:00am. You should ensure that your function is concluded in order to leave enough time for you to clean up the Venue before 12:00am. The Security Patrolman will liaise with you at approximately 11.30pm (unless stated otherwise) to ensure that no people/vehicles are locked inside the Venue unnecessarily.

## Decorations

You must not affix any decorations to the walls or floors of the venue by nails, screws, hooks, blue tack or use adhesives in any part of the venue. Any flammable material must be first treated with a fire retardant solution to the satisfaction of the Supervisor.

You must remove all decorations from the Venue when vacating the rooms, unless specific arrangements are made at Council's discretion.

## Exit Doors

You must maintain clear access of not less than 1.1metres to all exit doors.

## Spillage of Food or Drink

You must remove any spillage of food stuffs or drinks from the walls or floor at the Venue.

Council may request you to professionally steam clean any carpeted areas which have been stained by spillage of food stuffs or drinks. If so, you must provide Council with a copy of the receipt.

## Police Advice

You must advise the Police of any evening/night function (excluding meetings) held at the Venue. A safe party form (available from local police stations) must be completed by you and given to the supervisor at the time of booking the Venue.

## Alcohol

The serving or cooling of beer in kegs by any method is not permitted within the Venue. Any damage due to non-compliance will be repaired at your cost.

## Emergencies

The Nowra Showground Pavilion and Committee Room is a designated emergency evacuation centre in case of bushfires, floods and other disasters. Council reserves the right to cancel your booking should the facility be needed for this purpose.