



Request for Use of an Amusement Device

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 your event on one of the Shoalhaven's Public Reserves. To apply to book the reserve, please complete the following steps.

1. Booking Application - complete the application form and sign that you have read the terms & conditions.
2. Send the booking form (copy of fees & charges attached for your reference) and insurance details (if applicable) to the Parks Officer, Shoalhaven City Council, PO Box 42, Nowra NSW 2541 or email council@shoalhaven.nsw.gov.au. A payment advice slip will be sent on the return of your application.
3. Council will confirm your booking, process payment and forward instruction on key collection if required.

If we can be of further assistance please contact Parks Administration Assistant on 4429 3111. If your booking is for a public event please contact Council's Events Coordinator on 4429 3541.

Privacy Notification: This form is for the purpose of Shoalhaven City Council sighting insurance requirements and for administrative purposes. The information will be used solely by Council officials for the purpose mentioned above. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access to, 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:

Postal Address:

Suburb:

Postcode: State:

Phone (BH): (AH):

Mobile:

Fax:

Email:

2 Details

Type of Amusement Device:

Size:

Type of Event:

Location:

Dates:

Arrival Time (to include set up):

Departure Time (to include pack up):

Number of Attendees:

What type of site security will you be maintaining?:

Cost \$:

Bond \$:

Event & setup time at same cost except if charge per day. Bond returned within 2 weeks after event provided conditions of use were met & no damage has occurred.

Please ensure these forms are faxed to Council prior to the event along with your Certificate of Currency for insurance purposes.

Confirmation of booking will not be completed until these forms have been received.

All risk associated with this event remains with the user.

3 Declaration

I accept liability of the above.

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

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Hours @ \$:	(per hour)	Total \$:	Bond (bond is compulsory, determined by hire type) \$:
	Certificate of Currency (Liability up to \$20,000,000)		WorkCover Registration of Device
Other \$:	Less Paid \$:		Balance Due \$:
32996E	Application - Amusement Device		Administration Officer - Parks Operations



Standard Conditions of Hire Council Facilities

Assets & Works Group

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.



Standard Conditions of Hire Council Facilities

Assets & Works Group

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.



Standard Conditions of Hire Council Facilities

Assets & Works Group

Legal Obligations

You must ensure that you comply with all legislative obligations relating to your use and occupation of the Venue including (without limitation) occupational health and safety, environmental management and planning laws.

Existing Structures

You must inspect structures, goal posts, in-ground sprinklers and the like for safety before use of the sportsground. Any unsafe areas should not be used, and should be reported to Council immediately.

Alcohol Free Areas

Some reserves have been declared alcohol free areas. No alcohol is permitted within these areas.

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.

Underground Services

Council may have underground services (eg: water mains and electricity) located within the bounds of the reserve. You must not install stakes, star pickets, pegs or the like without first consulting Council about location of services. Failure to comply with this requirement may be dangerous and result in inconvenience for your function.

For information about location of services contact 4429 3233 (Electricity) or 0412 125 964 (Water).

Use by Others

Your booking does not include the exclusive use of the remainder of the reserve or sportsground. You must cause minimum inconvenience to local residents and to other persons wishing to use the reserve or sportsground. The rights of the general public to have free and unrestricted access to the reserve or sportsground must be respected.

Trees

You must not cut or lop any trees on the reserve or sportsground.

Camping

No camping is allowed on any reserve except for showgrounds. Fees apply for camping at these locations.

For information on camping at Berry, Kangaroo Valley and Milton Showgrounds contact the Booking Officer. For Nowra, contact the Nowra Tourist Information Centre on 4429 3414.

Fire Restrictions

You must follow any fire restrictions that are in force during the Hire Period. You must not light fires except in properly constructed fire places.

Vehicle and Crowd Control

Vehicular access to the reserve or sportsground is restricted to the time required to load and unload materials. No vehicle will remain on the reserve or sportsground except for this purpose. Vehicles must be parked in designated parking areas only. Vehicle and crowd control remain your responsibility.

Structures

You must not erect any structures on the reserve or sportsground without the prior written consent of Council.

If you wish to erect a small marquee for your function, contact the Sports Field Officer on 4429 3425.

Food

If you wish to provide or sell food to the public, you must obtain a licence for Mobile Food Stalls & Temporary Food Premises before the function.

For more information, contact the Environmental Services Section on 4429 3111.

Waste

It is recommended that you inspect the venue before the function to check if additional bins are required. It is your responsibility to ensure that adequate bins are supplied. Additional bins may be supplied. The cost will be in accordance with Council's adopted Fees & Charges. You should place all additional bins at the roadside immediately after the function, ready for emptying by the garbage truck. If additional bins are required, contact the Booking Officer or Events Co-ordinator on 4429 3111.



Standard Conditions of Hire Council Facilities

Assets & Works Group

Amusement Devices

You do not have approval to use amusement devices except for jumping castles. If you want to use amusement devices, specific approval is required.

For further information, contact the District Building Surveyor on 4429 3111.

Alcohol

You may consume alcohol at the reserve only with the prior written approval of Council. Some reserves are "Alcohol Prohibited Zones" You must provide the local Police with a copy of the written approval to enable adequate notice before the function.



Special Conditions of Hire Reserves & Sportsgrounds

Assets & Works Group

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