

APPLICATION TO HIRE COUNCIL PARK, RESERVE OR FACILITY

APPLICANT DETAILS

Company/Organisation (if applicable)	
Given Name:	Family Name:
Postal Address:	
Suburb:	Post Code:
Phone:	Mobile:
Email:	
Is the Applicant an Incorporated Body? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, provide ABN/ACN:	

PARK/RESERVE & FACILITY DETAILS

Name of Park, Reserve or Facility:	
Address & Town:	
Exact Location within Park or Reserve (please provide a map):	

EVENT DETAILS

Description of Event:		
Date and Time of Event (including set up and clean up times):	From: ____/____/____	____:____ am/pm
	To: ____/____/____	____:____ am/pm
If required for an extended period, please provide a separate sheet with times required for each day		

EVENT DETAILS CONT.

Estimated Attendance (Toilet facilities are required for every 200 people attending):	
Are raffle tickets for sale?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, a separate Permit may be required. Please request an Application Form from Council's Local Laws Department	
Is consumption of alcohol involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, you may need a Liquor Licence or an Exemption. Please contact the Victorian Commission for Gambling and Liquor Regulation on 1300 182 457 or www.vcglr.vic.gov.au for licence requirements and Council's Local Laws Department for an exemption. If a liquor licence is required, please provide a copy with your application.	
Will food be prepared or sold at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you are selling food you may be required to obtain a Food Act Permit from Council. Please contact Council's Environmental Health Department and provide evidence of Food Act Registration if required.	
Does your event involve food stalls or food vendors or an under-age sporting event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, the Victorian State Government introduced new smoking regulations from 1 August 2017. Please contact Council's Environmental Health Department for further information and signage.	
Will there be temporary fencing, gates or grandstands involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, building consent may be required. Please contact Council's Building Department	
Will you be erecting or placing any other structures? Eg. Tents, marquees, table/chairs, toilets etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please provide details:	
Will you require any roads to be closed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, a Road Closure application is required. Please contact Council's Construction & Assets Department. Please note – applications for Road Closures are required 60 days prior to your event	
Would you like your event to be advertised?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, a representative from our Tourism Development Department will contact you to list your event on the Australian Tourism Data Warehouse site and advise of other options available to you.	



PUBLIC LIABILITY INSURANCE

All Hirers must have Public Liability Insurance to cover their event. Hirers may have their own policy, or seek cover under Council's Community Insurance Policy.

Do you have your own Public Liability Insurance for this event?

Yes No

If Yes, please provide evidence by attaching a Certificate of Currency and complete the following details:

Name of Insurance Company:

Policy Number:

Expiry Date:

Amount of Cover:

If you do not have your own Public Liability Insurance, do you wish to register under Council's Community Insurance Policy for this event?

Yes No

IMPORTANT NOTES ABOUT INSURANCE:

As the event organiser, it is your responsibility to ensure that your event is properly insured. Council accepts no responsibility for your failure to properly insure your event. You should consult with your insurer to confirm whether adequate insurance cover is provided for your event.

Completion of this form does not guarantee insurance coverage and Council does not guarantee insurance coverage in the event of any incident or claim as cover will be determined by the Insurer in the event of a claim.

Council may contact your insurer to confirm the insurance details you provided.

Uninsured community groups, stall holders, artists, performers, buskers and participants MAY be provided insurance under Council's Community Insurance Policy. Any additional cost incurred by Council for insurance under the Community Insurance Policy must be met by the event organiser.

If you are conducting a fete or market, sporting event, or charging an admission fee, insurance IS NOT available under Council's Community Liability Insurance.

Council's Community Insurance Policy contains exclusions relating to claims arising from certain activities, including:

- Child minding and child care services
- Sporting activities
- Products Liability for children's toys
- Festivals
- Markets
- Music Concerts
- Events where an admission fee is charged
- Entertainers and performers
- Grandstands
- Sub-Contractors
- Security Personnel
- Child Molestation
- Terrorism
- Electronic data
- Fireworks
- Amusements (includes children's rides, animal rides, jumping castles etc).

Insurance may not be available under Council's Community Liability Insurance for some events. Please contact Council's Risk Management or Insurance Officer to discuss your insurance needs.

Moira Shire Council

ABN: 20 538 141 700

Post: PO Box 578, Cobram, Vic 3643

DX: 37801, Cobram

Cobram Administration Centre:

44 Station Street, Cobram

Yarrowonga Service Centre:

100 Belmore Street, Yarrowonga

Phone: 03 5871 9222

Fax: 03 5872 1567

NRS: 133 677

Email: info@moira.vic.gov.au

moira.vic.gov.au



AGREEMENT

In making this Application, I acknowledge that I have read and understand the information contained in this Application form and that I agree to the following Conditions of Use should my Application be approved:

1.	That the applicable fees and charges will be paid.
2.	That I have been advised and understand my obligations in regard to insurance and I will ensure that the event organiser holds adequate insurance for all aspects of the event.
3.	That the building, park or reserve will be left in a clean and tidy condition at the conclusion of the event, and
4.	That I/we will be liable for the cost of rectifying any damage that may occur during the course of the function, and
5.	That I/we will remove any waste from the site and dispose of waste responsibly.
6.	The event organiser will indemnify Council against all claims and costs.
7.	That I have completed application forms for all of the required permits and understand that failure to obtain a required Permit may void any insurance policy covering the event and may result in this Application being rejected or modified.
8.	Any other conditions contained in the Council's approval letter are met.
Signed:	
Date:	
Full name and address:	

REFUND OF BOND

The refundable bond will be returned to the hirer after completion of a post-inspection via an EFT payment.

In order to process the refund, the account name and the name on the original bond receipt are required to be the same. Please provide the following information:

Name of Bank: _____
BSB: _____ Account No: _____
Name of Account: _____
Authorisation:
Print Name: _____ Signed: _____



Fees & Charges.

Category	Risk	Bond	Hire Fee	Electricity Charge
Private Function				
- No exclusive use - No structures or marquees - Ceremonial table and chairs allowed	Low	Nil	Nil	\$11.00
- Involves vehicles on Council land - Exclusive use - Erection of marquee or structure	High	\$250	\$55	\$11.00
- Private Fund Raising Activities	High	\$250	\$55	\$11.00
Community Group				
Raffle sales/information stands/free bbqs	Low	Nil	Nil	\$11.00
Free Public Events	Low	Nil	Nil	\$11.00
	High	\$250	Nil	\$11.00
Market or Event	High	\$500	Nil	\$11.00
Schools and School Support Groups, Church or Sporting Body				
Raffle sales/information stands/free bbq's	Low	Nil	Nil	\$11.00
Occupant Only or Free Public Events	Low	Nil	Nil	\$11.00
	High	\$250	Nil	\$11.00
Markets and fundraising events	High	\$500	\$55	\$11.00
Commercial Enterprise				
Commercial Entity Use - other	Low	Nil	Nil	\$22.00
Commercial Entity Use - event	High	\$500	\$110	\$22.00

Notes

Costs for Council labour, plant, waste and additional servicing will be charged at cost.

Security Bond

The amount of the required Security Bond may exceed the amounts shown at Council's discretion based on the level of risk to public property.

Personal Information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal Information will be used by Council solely for the purposes of administration of hiring the Cobram Civic Centre and or a directly related purpose. Council may also disclose this information to other organisations if required by legislation. The applicant understands that the Personal Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.

Moira Shire Council

ABN: 20 538 141 700

Post: PO Box 578, Cobram, Vic 3643

DX: 37801, Cobram

Cobram Administration Centre:

44 Station Street, Cobram

Yarrowonga Service Centre:

100 Belmore Street, Yarrowonga

Phone: 03 5871 9222

Fax: 03 5872 1567

NRS: 133 677

Email: info@moira.vic.gov.au

moira.vic.gov.au

