

APPLICATION

Hire of Park, Reserve or Facility



The form applies to the hire of parks, public open space and other areas directly maintained by Moira Shire Council (excluding road reserves).

APPLICANT DETAILS

Applicant Name			
Company/Organisation			
Phone Number/s			
Email Address			
Classification	<input type="checkbox"/> Incorporated Assoc.	<input type="checkbox"/> Community Group	<input type="checkbox"/> Registered Charity
	<input type="checkbox"/> Casual Hirer	<input type="checkbox"/> Registered Business (<i>commercial fees apply</i>)	
ABN / ACN (<i>if applicable</i>)			

PARK/RESERVE OR FACILITY DETAILS

Name (<i>if known</i>)	
Location (<i>For larger areas, please provide a map of the exact location</i>)	

EVENT DETAILS

Description of event				
Expected number of attendees				
Dates of Hire	From	___/___/___	To	___/___/___
Time of Hire	Start	___:___ am/pm	Finish	___:___ am/pm
Additional dates				

Collection Statement:

The Personal Information collected in this Application will be used by Council solely for the administration of hiring Council owned and managed property. 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 they 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.

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2026/27 FEES & CHARGES

Fees are subject to change on 1 July each year and are adopted in the Annual Budget.

Description of Fees and Charges	Risk	Security Bond	Hire Fee	Electricity Charge
Casual Hirer (private function)				
No exclusive use or staked structures. Single ceremonial table and chairs are allowed	Low	Nil	Nil	Nil
Involves vehicles and staked structures on Council land	Medium	\$250	\$63.50 day	\$13.90 day
Private Fundraising Activities	High	\$250	\$63.50 day	\$13.90 day
Community Group Events				
Raffle Sales Information Stands Free BBQs	Low	NA	Nil	\$13.90 day
	Medium	\$250	Nil	\$13.90 day
	High	N/A	Nil	\$13.90 day
Free Public Events	Low	N/A	Nil	\$13.90 day
	Medium	\$250	Nil	\$13.90 day
	High	\$500	Nil	\$13.90 day
Market or Event	Medium	\$250	Nil	\$13.90 day
	High	\$500	Nil	\$13.90 day
Schools and Support Groups, Kindergartens and Preschools, Churches, Sporting Clubs and Associations				
Occupant Only and Free Public Events	Low	N/A	Nil	\$13.90 day
	Medium	\$250	Nil	\$13.90 day
	High	N/A	Nil	\$13.90 day
Activities that require exclusive use, gated events, entry fees, structures or vehicles on Council land. Includes markets, sporting events and events designed to attract crowds.	High	\$500	\$63.50 day	\$13.90 day
Commercial Events				
Activities such as passive recreation and exercise classes and not involving any structures or equipment.	Low	N/A	Nil	\$27.80 day
Corporate activities and other events that may involve some minor structures but do not require exclusive use and are not designed to attract large crowds.	Medium	\$250	\$63.50 day	\$27.80 day
Activities that require exclusive use, gated events, entry fees, structures or vehicles on Council land. Includes markets, sporting events and events designed to attract crowds.	High	\$500	\$127.00 day	\$27.80 day
Major Events	High	Calculated Fees apply		

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DEFINITIONS

Community Group	Registered Service Clubs, Emergency Services, Other Government Agencies, Charities, Community Groups, Tourism Boards, Chambers of Commerce, Development Committees, etc.
Incorporated Groups	Those groups registered as an incorporated association such as sporting clubs, association, incorporated body and others.
Casual Hirer	Any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a council facility for non-commercial or non-profit making purposes.
Structures	Any structure that requires staking such as shade sails, tents, marquees, jumping castles, play and ride equipment etc.
Low Risk	Events that do not involve any significant crowds, staked structures, vehicle access or any significant risk to public property or safety.
Medium Risk	Events designed to attract participants & crowds <i>less than 200 people</i> , involve staked structures, vehicle access or any significant risk to public property and safety.
High Risk	Events designed to attract participants & crowds <i>greater than 200 people</i> and involve staked structures, vehicle access or any significant risk to public property and safety.
Major Event	Events designed to attract larger crowds and include staked structures, road closures, Place of Public Entertainment permits (PoPE), vehicle access or any significant risk to public property and safety.
Fees and Security Bond	The final fees and the amount of security bond payable may vary and exceed the amounts shown depending on the specific event circumstances at Council's discretion. Major events and events that require exclusive use are likely to attract higher fees and security bond.

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EVENT CHECKLIST

Will you require access to power?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, electricity fees apply. Refer to Fees and Charges Schedule.	
Will you be erecting or placing any structures? E.g. Tents, marquees, table/chairs, toilets	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please provide details:	
Will you require any roads to be closed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, a Road Closure application is required. Please contact Council's Property & Assets Department. Please note – applications for Road Closures are required 60 days prior to your event	
Is consumption of alcohol involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, you may need a Liquor Licence or an Exemption. Please visit Council's website or contact the Local Laws Team. www.moirira.vic.gov.au/Our-Council/Local-laws-and-regulations/Liquor-consumption-in-public-places .	
Does your event involve food stalls or food vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, visit https://foodtrader.vic.gov.au/ to ensure that your food vendors are registered or contact the Environmental Health Team.	
Will your event involve under-age sports?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Smoking and the use of e-cigarettes (vaping) is banned within 10 metres of any outdoor sports venue during an under-age sporting event. Please visit https://www.health.vic.gov.au/tobacco-reform/under-age-sporting-events-smoke-free-and-vape-free for information and free signage.	
Will there be temporary fencing, gates or grandstands involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, building consent may be required. Please contact Council's Building Department	
Will there be a street stall or raffle tickets for sale?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Under Council's Community Amenity Local Law, it is a requirement for any person or organisation wishing to hold a street stall or raffle stall in a public place to obtain a permit. Please visit our website https://www.moirira.vic.gov.au/Our-Council/Local-laws-and-regulations/Street-stalls-or-raffles	
Will there be music or other sounds from the event after 11pm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes, please visit our website for more information. You may need a permit from the EPA as per the noise regulations. https://www.moirira.vic.gov.au/Residents/Protecting-public-health/Noise-levels-and-restrictions	

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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. Conditions apply.

Do you have your own Public Liability Insurance for this event?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached a copy of the Certificate of Insurance to this form?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of Insurance Company		
Policy Number		
Amount of Cover		
Period of Cover		
For Casual Hirers Only Do you wish to register for cover under Council's Community Liability Insurance Policy for this event?		<input type="checkbox"/> Yes <input type="checkbox"/> 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.

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.

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. 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.

Insurance may not be available under Council's Community Liability Insurance for some events. Please contact Council's Insurance and Risk Officer to discuss your eligibility.

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AGREEMENT

I acknowledge that I have read and understand the information contained in this Application 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 prior to the event.		
2	That I have been advised and understand my obligations regarding insurance, and I will ensure that the event is appropriately covered for all aspects of the event.		
3	That the facility, park or reserve will be left in a clean and tidy condition at the conclusion of the event.		
4	That the cost of rectifying any damage that may occur during the event is payable by the hirer or may be deducted from the Bond.		
5	That any waste will be managed responsibly during the event.		
6	That the required permits have been requested for all other relevant activities 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.		
7	Any other conditions contained in Council's approval will be met.		
8	That Council reserves the right to withdraw this approval if circumstances should warrant at the time and that use of the area is not exclusive, unless otherwise advised.		
Signed		Date	___/___/___
Name			

REFUNDABLE BOND

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

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 Number		
Name on Account		
Signed		Name

