

APPLICATION



Council Park, Reserve or Facility – Booking Form

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	
Will you require access to power ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	
Will there be music or other sounds from the event after 11pm?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, you will need to contact the EPA to determine if a permit is required as per the updated regulations 2021	

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 <input type="checkbox"/> No <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>

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. Any additional cost incurred by Council for insurance under the Community Insurance Policy must be met by the event organiser.

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 Councils’ 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.

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.
9.	That I/We will follow all required COVID 19 guidelines and regulations.
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.

Parks, Public Open Space and Other Areas Hire

Applies to all parks, public open space and other areas directly maintained by Moira Shire Council (excluding road reserves).

Description of Fees and Charges	Risk	Security Bond*	2023/24 Hire Fee Inc GST	2023/24 Power Charge (if used) Inc GST	Waste/Council Plant & Labour/Other Charge	Form Required	Insurance
Private Function							
No exclusive use or staked structures. Single ceremonial table and chairs are allowed.	Low	Nil	Nil	\$12.50 per day/ part day	At cost	Hire of Park Form	Applicant or Council's Community Liability Policy
Involves vehicles and staked structures on Council land	Medium	\$250.00	\$59.00 day/ part day				
Private Fund Raising Activities	High	\$250.00					
Community Group							
Raffle	Low	Nil	Nil	\$12.50 per day/ part day	At cost	Hire of Park Form	Applicant
Sales/Information Stands/Free BBQs	Medium	\$250.00	Nil				
Free Public Events	Low	Nil	Nil				
	Medium	\$250.00	Nil				
	High	\$500.00	Nil				
Market or Event	Medium	\$250.00	Nil				
	High	\$500.00	Nil				
Schools and School Support Groups, Kindergartens and Preschools, Churches and Sporting Clubs and Associations							
Occupant Only and Free Public Events.	Low	Nil	Nil	\$12.50 per day/ part day	At cost	Hire of Park Form	Applicant
	Medium	\$250.00	Nil				
High risk 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	\$500.00	\$59.00 day/ part day				

Description of Fees and Charges	Risk	Security Bond*	2023/24 Hire Fee Inc GST	2023/24 Power Charge (if used) Inc GST	Waste/Council Plant & Labour/Other Charge	Form Required	Insurance
Commercial Entity Use							
Low Risk activities such as passive recreation and exercise classes and not involving any structures or equipment.	Low	Nil	Nil	\$25.00 per day/ part day	At cost	Hire of Park Form	Applicant
Medium Risk includes 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	\$250.00	\$59.00 day/ part day				
High risk 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	\$500.00	\$117.00 day/ part day				
Major Events	High	TBA	TBA	TBA	At Cost	Event Application	Applicant
Definitions							
Structures	Any structure that requires staking such as shade sails, tents, marquees, jumping castles, play and ride equipment etc.						
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 and others.						
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 <200, involve staked structures, vehicle access or any significant risk to public property and safety.						
High Risk	Events designed to attract participants & crowds >200 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.						
TBA	To Be Advised						
*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.						

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 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.