

Application to Use Public Reserve

- ▶ Please complete form in BLOCK LETTERS, tick appropriate boxes, complete all relevant sections and **sign and date** application

| Applicant Details | | | |
|--|------------------------------|------------------------------|--|
| Name: | | | |
| Organisation: | | | |
| Postal Address: | | | |
| Suburb / Town: | | Postcode: | |
| Email Address: | | | |
| Phone No: (During Bus Hrs) | | Fax No: | |
| Event Details | | | |
| Park / Reserve / Beach Name: | | | |
| Please Describe Area Of Reserve You Wish To Use: | | | |
| | | | |
| Type Of Event/Function: | | | |
| Date: | Start Time: | Finish Time: | |
| Approx Number of people attending: | | | |
| Food | | | |
| Will you be using Professional Caterers? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Name of Caterer: | | Business Phone No: | |
| Are you proposing to sell food on site? | | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| List type of food to be sold: | | | |
| Details of approved food van or temporary food premises: | | Owner Name: | |
| Registration Number: | | Local Gov Approval Number: | |
| Other Requirements | | | |
| Are you proposing to have a fireworks display? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <i>If yes – conditions apply</i> |
| Are you proposing to have an amusement device? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <i>If yes – conditions apply</i> |
| Are you proposing to have road closures? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <i>If yes – please request Road Closure Form</i> |
| Will you be erecting a marquee/shade tent? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | <i>If yes, a site meeting may be necessary</i> |
| Please provide details of any other requirements: | | | |
| | | | |
| | | | |

Amplified Sound / Noise

Will there be a public address system/musical performance? Yes No

Type of Sound: Band Public Address System Amp Output

Other: _____ Start Time: _____ Finish Time: _____

Waste Disposal

Will you require any additional garbage bins? Yes No

- ▶ Port Stephens Council's Park Co-ordinators have the discretion to request and enforce extra garbage bins deemed necessary for any event
- ▶ A charge of \$22.00 per bin will be additional to booking fee

Insurance Details

Depending on the type/scope of event - Your organisation may have to provide or obtain current documentation (**Certificate of Currency**) of public liability insurance specific to the event being held with a minimum cover of **\$10 million** before the booking can be approved.

- ▶ Port Stephens Council is to be named as an **"interested party"** on the Certificate of Currency
- ▶ A copy of the Certificate of Currency is to be provided to Council prior to the date of the booking (**a receipt for payment of an insurance premium will not be accepted**)

Insurance Company Name: _____

Policy No: _____ Expiry Date: _____

Fees & Charges

- ▶ **Wedding Ceremony \$100.00** | ▶ **Social Club Function \$100.00**
- ▶ When approved, Council will send written/email confirmation of booking and invoice to the applicant.
- ▶ Payment (if applicable) is made after booking is approved and prior to the event, a bond may also be requested depending on the event.

Declaration

- ▶ **I agree as a representative of the above group to comply with the conditions set by Council and act upon all reasonable direction from any officer of Council or caretaker appointed by Council.**
- ▶ **I will advise Council should there be any alterations or additions to the information supplied**

Applicant's Signature: _____ Date: _____

▶ **Return completed & signed application form plus supporting documentation if required to:**

| | |
|---|--|
| By Mail: Port Stephens Council PO Box 42 RAYMOND TERRACE NSW 2324 | By Fax: Attention: Facilities and Services Admin Officer Port Stephens Council FAX: (02) 4983 1296 |
|---|--|

Office Use Only

Forwarded to Parks Co-ordinator _____ Date: _____

Approved by Parks Co-ordinator Yes No

Other Conditions- (Bin requirements, keys etc): _____

