

Central Oval Function/Meeting Booking Application

Contact Details	
Name:	
Organisation:	
Position:	
Postal Address:	
Contact Number:	Mobile:
Email Address:	

Booking Details			
Day:	Date:	Time – Start	Finish:
Name of Function:			
Approx No of people:		Catering supplied by:	
Would you like this function to be added to our, Calendar of Events or Facebook Page Y / N			

Equipment Requirements	
<input type="checkbox"/> Data Projector	<input type="checkbox"/> PA System
<input type="checkbox"/> Whiteboard	<input type="checkbox"/> Chairs – No:
<input type="checkbox"/> TV/DVD player	<input type="checkbox"/> Tables – No:
<input type="checkbox"/> Laptop	<input type="checkbox"/> Other -

Room Setup
Please advise if your require room to be set up (fee applies) Y / N
If Yes, please advise style of set up (<i>see attached plan</i>)
Comments

<input type="checkbox"/> Augusta Meeting Room	<input type="checkbox"/> Flinders Room
Seating Capacity – Chairs Only – 70 Max	Seating Capacity – Chairs Only – 250 Max
Tables & Chairs – 48 Max	Tables & Chairs – 200 Max

****Additional Rooms available subject to third party approval***

Comments

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Insurance Details – Commercial / Corporate applicants only

Insurer:

Policy No:

Expiry Date:

Please attach a copy of the Certificate of Currency.

There is an Induction form that will require completion on site. Arrangements to be made for induction with Venue Manager or Authorised Officer prior to event start time.

I have read and accept the terms and conditions as outlined in this document.

Signed: _____ Date: _____

How did you find out about the services offered at Central Oval?

Office Use Only

Booking Application Rec:

Entered By:

Copy of Insurance Received: Y / N

TRIM:

Deposit: \$

Fee: \$

Payment Type:

Privacy Statement:

Any persons information you have supplied to or is collected by Port Augusta City Council (PACC) will only be stored and processed by PACC for lawful purposes directly related to the function and activities of PACC. Any personal information will only be disclosed to a third party for the purposes of performing a lawful function or activity and for no other purposes.

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Terms and Conditions

- ☐ Council means the Port Augusta City Council (PACC), appointed staff or any other Council Officer authorised to administer the relevant provisions of the venue.
- ☐ Commercial/ Corporate applicants must present to Council evidence of a current Public Liability policy with a minimum cover of \$10 million.
- ☐ As part of the application process a risk assessment of the event must be completed prior to approval.
- ☐ Each applicant must complete an induction to the facility prior to the event date.
- ☐ Any and all damages caused during the hire period will be charged to the hiring organisation.
- ☐ Only specific areas highlighted in the induction process are to be used unless agreed to with the Central Oval staff.
- ☐ The user is required to leave the Central Oval Facility in a clean and tidy condition as found prior to event.
- ☐ All rubbish generated must be disposed of correctly in skip bins provided.
- ☐ It is the hirer responsibility to ensure the facility is locked prior to leaving.
- ☐ A deposit of 20% of the total hiring cost will need to be paid to confirm the booking. If a cancellation is made within 7 days of the function or meeting the deposit will be forfeited. In some cases a bond may be requested.
- ☐ At the discretion of the venue manager, it may be determined that licensed security personnel are required, the cost of whom is to be borne by the hirer.
- ☐ A booking is not confirmed until confirmation is received from Central Oval administration.

- ☐ School groups are required to complete and provide a risk assessment for the activities to be undertaken. This is to be attached to the booking form.
- ☐ Children under 18 years of age are the responsibility of the hiring group, not Central Oval staff.
- ☐ A booking application is to be completed for each and every booking.

- ☐ The Council or its Agents reserves the right to refuse admission to and to eject from the Central Oval Facility any entrant whose conduct is, or is deemed by the Council or its agents, to be unlawful, disorderly or offensive.
- ☐ The Council may cancel, interrupt or stop an event due to dangerous situations, adverse weather or any other causes beyond its reasonable control, and such cancellation, interruption or stopping of event shall not entitle the patron to make any claim whatsoever against the Council.
- ☐ Smoking is NOT permitted in the Central Oval Facility except in designated areas as marked.
- ☐ Alcohol will only be consumed in the designated Alcohol Zones.
- ☐ All persons organising or operating at events, markets and other activities on Council controlled land after 09 May 2021, are prohibited from purchasing, supplying and using certain single-use plastic products in accordance with the restrictions in Council's 'Single-use Plastics on Council Controlled Land' policy, while in the course of organising or operating at the event, market or other activity.
All persons organising or operating such events are encouraged to read Council's 'Single-use Plastics on Council Controlled Land' policy, to ensure they are aware of their obligations. This policy is available on Council's website www.portaugusta.sa.gov.au

Applicant Initial_____