

APPLICATION FORM

PARK HIRE



PortAugusta

CITY COUNCIL

Please complete this form in **BLOCK LETTERS** and return to: PORT AUGUSTA CITY COUNCIL
4 Mackay Street, PORT AUGUSTA SA 5700
Phone: (08) 8641 9100 / Email: admin@portaugusta.sa.gov.au

Please ensure that the application form is completed entirely and all requested documentation is attached to avoid delays in processing your application. Please return Pages 1 and 2 "Application Form - Park Hire" with a copy of your current Public Liability Insurance for processing and keep "General Conditions of Park Hire", "Conditions & Information" & "Australian National Flag Protocols" sections for your information.

Part 1 – Contact Details

Contact Person:	
Organisation:	
Position:	
Address: (Unit/House)	(Street)
Address: (Suburb & Post Code)	
Phone:	Email:

Part 2 – Request Details

A site map is to be supplied for tents, line marking, stages, stalls etc.	
Park Name:	
Event Name:	
Approx No People Attending:	
Dates of Hire:	
Hire Start Time:	Hire Finish Time:
Requirements:	<input type="checkbox"/> Extra Bins <input type="checkbox"/> Power Access/Keys <input type="checkbox"/> Amusements <input type="checkbox"/> Flagpole Hire (see also Part 3)
Additional Notes:	

Part 3 – Flagpole Hire (if required)

Any use of flags must be in accordance with Australian National Flag Protocols (relevant provisions are attached)
Flag to be Raised/ Lowered:
Relevance for Raising/ Lowering:

I hereby acknowledge that the details outlined in this application are subject to Council approval.
I confirm that the information provided is accurate at the time of application.
I agree to my contact email and/or telephone details be provided to the public on enquiries relating to this application only.

Name: _____ Signature: _____ Date: _____

COUNCIL AUTHORISATION					
File Number:		I.D. Evidence:			
Insurance:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Application Approved:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Signature:		Date Issued:		Expiry Date:	

GENERAL CONDITIONS OF PARK HIRE

The issuing of this application is subject to:

- The application holder agreeing to the General Conditions of the application as contained herein.
- The application holder agreeing to all Special Conditions, which the Council may determine.
- The application holder agreeing to abide by the Australian National Flag Protocols, where applicable.
- The application holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of the application. If requested by appropriate Council Officer.
- Site plan to be supplied upon request.

General Conditions of application:

1. The application holder, agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the application (where applicable).
2. The application holder shall take out and keep current a public risk insurance policy in the name of the application holder insuring the application holder for the minimum sum of ten million dollars (\$10 000 000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the application holder in relation to the activity (where applicable).
3. The application holder must provide confirmation of insurance to the Council. Such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the application holder (where applicable).
4. Application to be submitted with minimum 6 weeks' notice (if possible) being required to be given by the proposed user. Bookings will be confirmed no later than 7 days from application.
5. The application holder, where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this application.
6. The application is not transferable.
7. The application holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
8. 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
9. Consideration must be given to any Aboriginal cultural sensitivities that may be relevant to the activity taking place. If applicants are unsure of how the activity may affect Aboriginal cultural sensitivities, the applicant should seek advice from Council's Aboriginal Arts and Culture Facilitator for cultural guidance.
10. Keys may be collected one day prior to the function and are to be returned next working day after the event. \$20.00 per day will be charged for late return of keys. Keys to oval and toilet facilities can be collected from Civic Centre, 4 Mackay Street Port Augusta, Monday to Friday (between 9am – 5pm).
 - a. *Functions being held on a Sunday – keys may be collected on the Friday preceding.
11. No objects, i.e. stakes, etc are to be driven into the turf area unless prior permission has been granted (site map maybe required).
12. Cleaning of surrounds must be completed immediately after the function has concluded. It is also the hirers responsibility to turn off power/lights and lock all facilities/gates and removal of all rubbish and objects from playing surface area. Failure to comply with the above will result in additional costs being charged to the user.
13. User will be liable for any facilities damaged.
14. No vehicles or camping permitted (unless prior permission granted).
15. The City is subject to a "Total City Dry Zone", therefore the consumption or sale of alcohol in all public places is prohibited. If the consumption of alcohol is anticipated at your event a Limited Licence from the Liquor Licensing Commission, in this regard contact the Council office (86419100). No glass permitted. Plastic containers & cans are acceptable.
16. This application may be revoked by Council if the application holder fails to comply with a condition of the application and may be revoked in any other justifiable circumstance.
17. This application will not come into operation until proof of the appropriate insurance (if applicable) has been provided to the Council and confirmation signed by Council has been returned to you.
18. Line marking of any reserve must be approved by Parks Manager or Council Officer acting in this position prior to event.

19. Erecting of marquees, shade structures, stages must be approved by Parks Manager or Council Officer acting in this position prior to event.
20. **Please note: approval does not give the user sole use or authority of any reserve on the date requested.**

CONDITIONS & INFORMATION

Use of Gladstone Square, Westside Lookout Tower & Gardens Eastside / Westside Foreshore, Keith Jones Memorial Park

Please be advised that all bookings made are for public areas. Council will endeavour to schedule bookings in the best interest of the hirer.

FEE: There is no fee for the use of the areas.

POWER:

Gladstone Square: power available (2 adjacent to Beauchamp Lane, 1 outlet under rotunda)

Westside Tower: power available (please enquire when booking)

Eastside Foreshore: power available from stage area or toilet block

Keith Jones Memorial Park: power available, outlet back of toilet block

Keys for power boxes are available at the Council Office, 4 Mackay Street and must be collected during normal business hours (Monday – Friday, 9am-5pm) before the event and returned next working day.

TEMPORARY STRUCTURES: Please enquire when making booking. Permission is essential due to underground watering systems that need to be marked prior to any erection of a structure. Site map to be submitted prior to event.

WITCHES HATS: Available from the Council Office for the purpose of marking the road for wedding cars. Please make arrangements when you make your booking. No charge.

ALCOHOL: Please enquire when making booking.

CONFETTI: Only Biodegradable confetti, bubbles or Rose petals can be used.

*** Any damage to grounds and surrounds is the hirers responsibility and must be reported to Council.**

AUSTRALIAN NATIONAL FLAG PROTOCOLS

The below information and protocols have been adopted from the Australian Government issued Australian National Flag Protocols. For further information or clarification on an issue please visit: <https://www.pmc.gov.au/government/australian-national-flag/australian-national-flag-protocols>

Flying the flag

- Raise the flag briskly and lower it ceremoniously
- Do not raise the flag earlier than first light or lower the flag later than dusk
- When the flag is raised or lowered or is carried in a parade or review, everyone present should be silent and face the flag and people in uniform should salute
- The flag should always be flown freely and as close as possible to the top of the flagpole with the rope tightly secured
- The Australian National Flag should be raised first and lowered last, unless all other flags at the ceremony are raised and lowered simultaneously
- When the Australian National Flag is flown with flags of other nations, all flags should be the same size and flown on flagpoles of the same height
- The Australian National Flag should fly on the left of a person facing the flags, when it is flown with one other national flag
- Do not fly two flags from the same flagpole
- Only fly the flag at night when it is illuminated
- Do not fly the flag if it is damaged, faded or dilapidated
- Do not fly the flag upside down, even as a signal of distress.
- Do not allow the flag to fall or lie on the ground or be used as a cover (although it can be used to cover a coffin at a funeral)

Order of precedence

- When the flag is flown in Australia or Australian territory it takes precedence over all other national flags and should be flown in the position of honour.
- After the Australian National Flag, the order of precedence of flags is: national flag of other nations, state and territory flags, other Australian flags prescribed by the Flags Act 1953, ensigns and pennants.
- The flag should not be flown in a position inferior to any other flag or ensign and should not be smaller than any other flag or ensign.

Flying the flag at half-mast

- Flags are flown at half-mast as a sign of mourning.
- The half-mast position will depend on the size of the flag and the length of the flagpole. The flag must be lowered to a position recognisably half-mast to avoid the appearance of a flag which has accidentally fallen away from the top of the flagpole. An acceptable position would be when the top of the flag is a third of the distance down from the top of the flagpole.
- There are times when direction will be given by the Australian Government for all flags to be flown at half-mast and you can receive email notifications when this happens by registering for the Commonwealth Flag Network.
- Flags in any locality can be flown at half-mast when someone local dies, or on the day of their funeral.
- When lowering the flag from a half-mast position it should be briefly raised to the peak and then lowered ceremoniously.
- The flag should never be flown at half-mast at night even if it is illuminated.
- When flying the Australian National Flag with other flags, all flags in the set should be flown at half-mast.

Flag raising ceremonies

- Schools or organisations wishing to hold a flag raising ceremony should follow the protocols outlined under the flying the flag section.