

APPLICATION FOR PARK HIRE

PARK NAME: _____

EVENT NAME: _____

DATES OF HIRE	HIRE TIME (Start – Finish)

(Please attach additional page if several dates/times required)

REQUIREMENTS (Please tick ✓)

Extra Bins

Power Access/Keys

*** A site map to be supplied for tents, line marking, stages, stalls etc.**

Organisation: _____

Contact Name: _____

Postal Address: _____

Email Address: _____

Phone Number: _____

Mobile Number: _____

Fax Number: _____

ADDITIONAL NOTES: _____

I acknowledge that I have read and understand the application conditions and agree to abide by the said conditions.

Signature: _____ Date: _____

Name: _____

Please return Page 1 (Application for Park Hire) for processing and keep “General Conditions of Park Hire” & “Conditions & Information” sections for your information.

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 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. 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).
*Functions being held on a Sunday – keys may be collected on the Friday preceding.
9. No objects, i.e. stakes, etc are to be driven into the turf area unless prior permission has been granted (site map maybe required).
10. 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.
11. User will be liable for any facilities damaged.
12. No vehicles or camping permitted (unless prior permission granted).
13. 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.
14. 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.

15. 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.
16. Line marking of any reserve must be approved by Parks Manager or Council Officer acting in this position prior to event.
17. Erecting of marquees, shade structures, stages must be approved by Parks Manager or Council Officer acting in this position prior to event.
18. **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.**