

**Mr Greg Ingham**  
General Manager  
Council Chambers  
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All correspondence  
should be addressed to:-

The General Manager

### Application for Hire of Facilities – Crown Reserves

Organisation:

Contact Person:

Position:

Address:

Phone:  Fax:

Email:

A.B.N.

Event Location:

Purpose of Event:

Attendance No.'s:

Facilities/Services Required – eg: toilets, extra sanitary bins, kitchen, pavilion

Commencement Date:  Conclude Date:

Starting Times:  Ending Time:

**THIS FORM MUST BE LODGED AT LEAST 2 WEEKS PRIOR TO EVENT**

**\*\*SEE ALSO REQUIREMENTS FOR EVENTS REQUIRING A MULTI-AGENCY RESPONSE\*\***

Will Alcohol be consumed at the Event? YES/NO

Will Alcohol be provided at the Event? YES/NO

Has a Liquor Licence been obtained? YES/NO If yes please provide a copy of the licence

Name of Person applying for Liquor Licence:- \_\_\_\_\_

Will entertainment be provided? **(Need copy of Public Liability for Entertainer)** YES/NO

Do you intend to install a temporary structure (e.g. tent/Marquee) or enclosure on the land? **(size)**  
\_\_\_\_\_ **(how many?)** \_\_\_\_\_ YES/NO

Will you be installing or operating amusement device? (e.g. devices designed for people greater than twelve years of age and or devices that rotates greater than 12 rev/min) YES/NO

Will this facility be used as a place of public entertainment, trade, meeting or worship? YES/NO

Will you be using a standing vehicle or any article for the purpose of selling any article? YES/NO

Do you propose any road closures? YES/NO

What measures have been put in place to limit the impact of noise? \_\_\_\_\_

Who will be providing the security for the event? \_\_\_\_\_

Do you intend to have a fireworks display at your event? YES/NO

Describe action taken to consult with residents and businesses impacted by the event. \_\_\_\_\_

Have you notified the following emergency services of your event:

Police: YES/NO Date of notification \_\_\_\_\_ Personnel notified \_\_\_\_\_

Ambulance: YES/NO Date of notification \_\_\_\_\_ Personnel notified \_\_\_\_\_

Fire Services: YES/NO Date of notification \_\_\_\_\_ Personnel notified \_\_\_\_\_

Hospital: YES/NO Date of notification \_\_\_\_\_ Personnel notified \_\_\_\_\_

**\*\*\* Please note:** All events with in excess of 500 attendees must have a multi-agency approach with all the above emergency services advised at least 8 weeks (minimum) prior to the Event. Please contact Council in advance of Emergency Services being notified to confirm the documentation required for Council. \*\*\*\*

Please list food vendors/stalls \_\_\_\_\_

Is there a need for you to hire extra toilets for the event? YES/NO

Do you intend to do any filming?

YES/NO

Please provide a site plan for the event with locations of items such as market stalls, toilets, port-a-loo's, wheelie bins, stage, seating arrangements, electricity supply outlets, parking, all entrances and exits and emergency access routes.

**PLEASE READ THE AVOID WASTE AT EVENTS ON PAGE 4**

If you answered yes to any of the previous questions please give details below:

Please provide a copy of your current Public Liability Policy (Certificate of Currency) minimum of \$20,000,000.00 is required, along with your payment for the bond and fees.

I/We hereby acknowledge that I/We have read and agree to observe and act in accordance with all the Conditions of Hire annexed.

Signed for and on behalf of:  
(Name of Organisation)

Name:

Position:

Signed:

Date:

***For and on behalf of the Client who hereby warrant that he or she is duly authorised to execute this agreement on behalf of the Client and who accepts personal responsibility for the payment of all monies payable by the organisation pursuant to this agreement.***

Signed for and on behalf of:

**Walgett Shire Council**

Name:

Position:

**Clerical Officer/Secretary of the Reserve Trust**

Signed:

Date:

***For and on behalf of the Walgett Shire Council as appointed Reserve Trust Managers who hereby warrant that he or she is duly authorised to execute this agreement.***

*Acceptance of this agreement in the form above shall constitute a binding agreement between the said parties hereto. Each of the parties hereto acknowledges that they have read and understood the terms and conditions contained in this agreement. Each of the parties are indicating their acceptance of the said terms and conditions in this schedule.*

## SUGGESTED TIPS TO AVOID WASTE AT EVENTS

Disposing of waste to landfill not only costs a lot of money, it is a waste of resources and pollutes the environment. Did you know that it takes up to 100 years for an aluminium can to breakdown in landfill, a glass bottle one million years and plastic bottles indefinitely?

A waste wise event is one that takes responsibility for Waste Management by adopting sound purchasing and packaging policies, waste and recycling collection services and Clean Up practices.

Avoiding waste requires us to change some of our habits which create waste unnecessarily. The table below outlines some of the practices stall holders/canteens/kitchens can change to help avoid waste at events.

<b>AVOID</b>	<b>ALTERNATIVES</b>
Straws	Provide on request, Use paper straws
Pre wrapped straws	Keep straws in covered dispenser
Individual sugar/salt/pepper sachets	Provide bulk shakers
Individual tomato, chilli or soy sauce sachets	Provide bulk dispensers
Non-recyclable plastic forks, plates and cups	Paper plate, palm leaf plate, paper noodle box, cardboard food tray, paper cup (cold drinks), sugarcane cup (cold and hot drinks) Wooden cutlery, or cornstarch cutlery, Offer on a serviette re-washable cutlery and crockery
Polystyrene boxes	Cardboard boxes
Plastic bags	Calico or cornstarch based bags, Ask customers to bring own bags
Cling Wrap	Cellophane wrap (cellophane wrap is made from cellulose, which breaks down in a hot compost).
Coffee cup lids	Provide on request
Plastic stirrers or spoons for hot drinks	Provide re-washable spoons for use, wooden stirrer
Bottled Water	Water will be tap/town water/tank water

## **TERMS AND CONDITIONS – Reserves**

### **Public Liability:**

A copy of the Clients current Public Liability Cover (Certificate of Currency) is to be furnished to the Walgett Shire Council with payment of all deposits and fees prior to the start date of the event, otherwise use of the facility will not be permitted.

The Client indemnifies the Walgett Shire Council, its agents, employees and invitees from and against any injury to persons and loss of/to property suffered by the Client and its agents/employees or invitees.

### **Security Bond:**

A Security Bond to be paid when booking is made and will be refunded within 14 days after said function providing no damage has occurred. In addition this deposit will also be used to cover any cleaning, repairing of any damage or accumulated account that might have occurred during the hiring period. Any amount not so used in this manner shall be refunded to the Client as stated above.

### **Payment in Full:**

The Client must pay all charges and any Security Bond required prior to taking possession of facilities.

### **Confirmation of Booking:**

If payment is not made on or before the due date, then these conditions and any booking deemed to have been made will be deemed cancelled by the client. Consequently the Walgett Shire Council as appointed Reserve Trust Manager will not be liable for any loss sustained by the Client

The costs quoted do not include cleaning and maintenance of facilities during period of hire or garbage removal. However, the Walgett Shire Council is happy to organise these services on your behalf, and charged to your account accordingly. Refer to Additional Charges.

### **Cancellation**

The Client may cancel these conditions by giving no less than one week's written notice to the Council in which case these conditions are deemed terminated and any monies paid by the Client shall be refunded.

### **Prohibited:**

Prohibited items include Chewing Gum and GLASS. There is to be NO Glass permitted on any Reserve at all. Reserves are not licensed properties and no liquor may be sold without the appropriate authorisation.

### **Damages:**

The Client agrees to pay the Walgett Shire Council as appointed Reserve Trust Managers on demand, the cost of repairing and making good any damage to the Facilities or any part thereof arising out of or incidental to the hiring and for the loss of any equipment included in the hiring.

**Major Events:**

Any event which is likely to attract over 500 attendees requires a multi-agency approval process.

**Cleaning & Maintenance:**

The Walgett Shire Council will carry out cleaning rubbish removal, and preparation of grounds before hire. The grounds and facilities are handed over in a clean and tidy condition and **are to be handed back to the Walgett Shire Council as Reserve Trust Managers in the same condition.**

**Parking**

All vehicles are to park in designated road parking areas outside the Reserves at all times. Limited parking is only permitted in case to case basis and with written permission from Walgett Shire Council's authorised representative.

**Garbage:**

It is the responsibility of the Client to arrange for the collection and dumping of all rubbish generated throughout the period of rental unless otherwise negotiated. Refer to Council fees and charges.

**Power:**

Meters will be read on the morning before commencement of the event and a final reading will be taken on the day after the event concludes. The Client will be charged for the consumption and will have access to the Councils power boxes if requested. Refer to Councils fees and charges.

***Duties of the Client*****The Client shall**

- Obey all visual instruction and signs displayed in and around the grounds or buildings during the hire period.
- Be responsible for the supervision and control of all persons, vehicles and facilities during the hire period. And without limiting the generality of the foregoing, ensure that they are used in a proper and orderly manner and left in a clean and tidy state after such use.
- Ensure that access by all persons attending the function is restricted to those areas agreed to previously for that event. Access to any unauthorised areas is not permitted under any circumstances and the Client shall be liable for any costs and/or damages resulting from unauthorised access.
- Walgett Shire Council does not accept responsibility for damage to any goods brought to the Reserves before, during or after an event. It is the organisers' own responsibility to arrange adequate insurance to cover such potential damage. All goods and equipment must be removed from the Reserves no more than 48 hours after the completion of an event.

### **Liability of the Society**

- Walgett Shire Council shall not be responsible for any valuables lost or stolen within the facilities leased during the hire period.
- Walgett Shire Council will not be responsible for any damage or loss to any goods, furniture, equipment or thing of any kind during the hire period.
- Walgett Shire Council will not be liable for any fault or failure that might occur during the hire period in the electrical supply, air-conditioning or in the lighting.

### **General**

- Walgett Shire Council requires that event organisers accept responsibility for the orderly conduct of attendees and contractors. Should the Walgett Shire Council have any reason to believe an event will adversely affect the smooth running of the Walgett Shire Council business, its security or good reputation; it reserves the right to cancel the event. Walgett Shire Council also has the right to impose security personnel at the Clients cost to control a function if required.
- Any Council signage must not be covered or obscured in any way.
- Any loss of or damage to Councils equipment or property caused by the Organiser, their guests or contractors before, during or after the event is the financial responsibility of the Client.

### **Access Arrangements**

Arrangements should be made with the Walgett Shire Council prior to the event to arrange pick up of keys (if applicable) and access arrangements to buildings and/or reserve.

Should you have any further queries, please do not hesitate to contact Walgett Shire Council on (02) 6828 6100.