



APPLICATION FOR HIRE OF GOULBURN RECREATION AREA

Please return completed application form to Council
council@goulburn.nsw.gov.au 02 4823 4538

1. Event Name:	
2. Booking Applicant's Name:	
3. Organisation Name:	
4. Contact Details Mailing Address: Phone: _____ Mobile: _____ Email Address: _____	
5. The primary contact during the event will be (<i>name</i>) : Contact details:	
6. Description of your event:	
Areas Required:	
7. Event date and times: Set up date and times: Clean up date: <i>Please note: Not for Profit groups will be charged 50% of the normal booking fee for the set up/pull down period. Commercial events will be charged 100% of the normal booking fee for the set up/pull down period.</i>	
8. Approximate numbers to attend event:	
9. Will you require camping at this event?	YES / NO
<i>Note: there is a fee for camping. The event organiser will be charged the camping fee - it is up to the event organiser to recover these fees from it's participants.</i>	
10. Toilet Cleaning: Please complete the attachment form 'A'. This will become part of your hire fee. All events MUST complete this section, otherwise advise how toilets are to be cleaned.	
11. Waste Management: Please complete the attachment form 'B'. This will become part of your hire fee. All events MUST complete this section, or otherwise advise how waste is to be removed from the site.	
12. Do you require keys for this event?	YES / NO
The event organiser is to arrange collection of keys in the week prior to the event. The organiser must allow time before the end of the working week prior to the event to be satisfied that all required areas will open with the keys supplied.	
13. Is floor covering, bedding or straw required for this event?	YES / NO (Peden Pavilion only)
<i>The supply, installation and removal of any floor coverings are at the expense of the hirer. Please advise how the floor coverings are to be removed and disposed of so that the site is left clean:</i>	

PLEASE NOTE:

* If you are a not for profit group considering a fee waiver, please refer to attachment 'C' of this booking form. Waiver requests must be received by council at least 8 weeks prior to the event.

*All bookings are tentative until confirmed in writitng by Council (see attachment 'C').



APPLICATION FOR HIRE OF GOULBURN RECREATION AREA

Attachment A

Amenity Cleaning Services by Council for an Event

1. Event Name:									
2. Date/s of Event:									
3. Location of toilets to be used during event : <i>(tick those required)</i>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Gate 2 toilets - <i>small toilet block next to race day stalls (F)</i></td> <td style="width: 30%; text-align: right;">YES / NO</td> </tr> <tr> <td>Gate 3 toilets - <i>main toilet block (K)</i></td> <td style="text-align: right;">YES / NO</td> </tr> <tr> <td>Gate 6 toilets - <i>attached to Peden Pavilion (S)</i></td> <td style="text-align: right;">YES / NO</td> </tr> <tr> <td>Basketball Stadium Toilets - <i>inside Basketball Stadium (only available for events where stadium is booked)</i></td> <td style="text-align: right;">YES / NO</td> </tr> </table>	Gate 2 toilets - <i>small toilet block next to race day stalls (F)</i>	YES / NO	Gate 3 toilets - <i>main toilet block (K)</i>	YES / NO	Gate 6 toilets - <i>attached to Peden Pavilion (S)</i>	YES / NO	Basketball Stadium Toilets - <i>inside Basketball Stadium (only available for events where stadium is booked)</i>	YES / NO
Gate 2 toilets - <i>small toilet block next to race day stalls (F)</i>	YES / NO								
Gate 3 toilets - <i>main toilet block (K)</i>	YES / NO								
Gate 6 toilets - <i>attached to Peden Pavilion (S)</i>	YES / NO								
Basketball Stadium Toilets - <i>inside Basketball Stadium (only available for events where stadium is booked)</i>	YES / NO								
4. Date and times for toilet cleaning:	<p>The toilets selected are to be cleaned on <i>(please circle required days)</i></p> <p style="text-align: center;">MON TUES WED THUR FRI SAT SUN</p> <p>at <i>(name approximate times required)</i></p> <p>_____ am/pm and _____ am/pm</p>								
To Determine your fee:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">A. Number of toilet blocks to be cleaned</td> <td style="width: 40%; text-align: right;">_____</td> </tr> <tr> <td>B. Number of times each block to be cleaned</td> <td style="text-align: right;">_____</td> </tr> <tr> <td>C. Cost per clean</td> <td style="text-align: right;">\$ 155 (2017/2018)</td> </tr> <tr> <td colspan="2">Total toilet cleaning fee = A x B > _____</td> </tr> </table> <p>For example, the Peden toilets are to be cleaned twice on a Saturday , the fee would be 1 x 2 x \$155.00 = \$310.00 All events will be charged for at least one (1) toilet clean (at the end of your event).</p>	A. Number of toilet blocks to be cleaned	_____	B. Number of times each block to be cleaned	_____	C. Cost per clean	\$ 155 (2017/2018)	Total toilet cleaning fee = A x B > _____	
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B. Number of times each block to be cleaned	_____								
C. Cost per clean	\$ 155 (2017/2018)								
Total toilet cleaning fee = A x B > _____									
<p>Contracted Cleaning</p> <p>The event organiser may elect to arrange cleaning of the toilets by event staff, or by other contracted cleaners. Please advise if this is the case.</p> <p>The event organiser will be arranging toilet cleaning YES / NO</p> <p>If YES, please supply details:</p>									
<p>All toilets must be left clean at the end of each event.</p> <p>Please note that Council does not guarantee exclusive use of any toilet facilities at the Goulburn Recreation Area.</p>									



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Attachment B Waste Services by Council for an Event

1. Event Name:			
2. Date/s of Event:			
3. Delivery & pick-up Location:			
4. Date bins required :		5. Date to be collected:	
6. Dates for empties:	<p>The bins supplied are to be emptied on <i>(please circle required days)</i></p> <p style="text-align: center;">MON TUES WED THUR FRI SAT SUN</p> <p>at <i>(name approximate times required)</i> _____ am</p> <p>Please be advised that bins must be emptied by 12pm Monday to Friday and weekend empties are available by negotiation only with Waste Services.</p>		
240L bins	A. Number of bins required	_____	
	B. Cost per empty	\$16.50	
	C. Number of empties	_____	
	D. Empty Total = A x B x C	=====	
	E. Pick up and delivery fee	\$60.00	
	F. Total = D + E	=====	
1100L bins	A. Number of bins required	_____	
	B. Hire fee	\$9.70	
	C. Hire Total = A x B	=====	
	D. Empty fee	\$22.60	
	E. Number of empties	_____	
	F. Empty Total = A x D x E	=====	
	G. Delivery and pick up fee	\$100.00	
	H. Total = F + G	=====	
	Grand Total = F + H	=====	
<p>The event organiser may elect to arrange removal of the rubbish by event staff, or by other contractors. Please advise if this is the case.</p> <p>The event organiser will be arranging waste removal YES / NO</p> <p>If YES, please supply details:</p>			

Please Note: Bins are to be moved to one location at the conclusion of the event for collection. For Community Events a single pickup & delivery fee applies for up to 10 240L or 5 1100L bins.



Attachment C

Conditions & Responsibilities in Relation to Hiring The Goulburn Recreation Area

1. Hire Fee:

Prompt payment of the hire fee upon invoicing is required. Council makes every attempt to ensure that the correct hire fee is advised at the time of booking, however, Council reserves the right to amend the hire fee at any time. **All booking fees must be paid prior to your event being confirmed.**

2. Booking Confirmation:

The confirmation of any booking is subject to possible consultation with the Recreation Area Management Committee, and any of the relevant user groups. Council will attempt to confirm your booking as promptly as possible.

3. Fee Waiver

The Recreation Area Committee is NOT ABLE to grant a waiver of any fees for the hire of the Recreation Area. Any requests for fee waivers should be directed to the General Manager of Goulburn Mulwaree Council. Please read *Council's Reduction or Waiver of fees Policy* for further information. This is available on Council's website - www.goulburn.nsw.gov.au. Any requests for fee waivers must be received at Council at least eight weeks prior to

4. Damages Deposit:

Payment of a cleaning/damages deposit is required for most events. The deposit amount will be determined by Council. This deposit is fully refundable when a satisfactory inspection of the premises has been carried out after the event.

5. Insurance:

The event organiser is required to provide a copy of the appropriate Public Liability Insurance prior to the event booking being confirmed.

6. Alcohol:

If alcohol is to be consumed or available for sale, application must be made to the NSW Office of Liquor, Gaming and Racing, Council, and the Licensing Officer (Police), and permission granted.

7. Food Sales:

Refer to Council's website regarding notification requirements for sales or handling of food at an event. www.goulburn.nsw.gov.au or contact Council's Environmental Services section for further details. Note that Council inspectors may check events for compliance with food handling guidelines.

8. OH&S:

To ensure the safety of the public, guests and Council staff, a risk assessment identifying potential hazards and how those hazards will be addressed must be provided prior to the event.

9. Smoke Free Environment:

Goulburn Mulwaree Council has adopted a Smoke Free Environment Policy, a copy of which is available on request, as per the Smoke Free Environment Act 2000.

10. Key Deposit:

Council reserves the right to charge a refundable deposit for the release of keys.

11. Other:

Council reserves the right to charge security bonds, or to charge for any other fee that is relevant to the booking..

12. Waste Collection:

The event organiser is required to arrange for collection of ALL waste associated with the event. Council will charge a fee for Council waste management services, however, the event organiser may arrange other suitable waste arrangements.

13. Amenity Cleaning:

The event organiser is required to arrange for all toilets and/or amenities used in association with the event. Council will charge a fee for Council amenity cleaning services however, the event organiser may arrange other suitable cleaning arrangements.



APPLICATION FOR HIRE OF GOULBURN RECREATION AREA

* I have read and agree to Goulburn Mulwaree Council's conditions and responsibilities in relation to the hiring of Goulburn Recreation Area, and agree to provide all information requested in this booking form.

Signature of hirer: Date:

Form effective 1 July 2017 to 30 June 2018

EMERGENCY PROCEDURES – GOULBURN RECREATION AREA
CALL 000 FOR ALL EMERGENCIES

ALL USER GROUPS and EVENT ORGINISORS ARE TO READ AND BE AWARE OF EMERGENCY PROCEDURES AND ASSEMBLY POINTS. PLEASE CONTACT “RECREATION FACILITIES CO-ORDINATOR” 0497014533 FOR CLARIFICATION or FURTHER INFORMATION

The following information has been supplied for the safety of all user groups, hirers, employees, contractors and general members of the public of the Goulburn Recreation Area and Showgrounds. As a user please follow any instructions given by an Emergency Warden, Event Organiser or Automated Emergency System during an emergency.

As a condition of using the area as a user or hirer you assume the responsibility of an emergency warden.

As a user please make yourself familiar with your assembly points and the safest and quickest route to your evacuation area. See the evacuation diagrams located within the areas you occupy.

All user groups should have a designated 1st Aid Officer and 1st Aid kit available. There is also a 1st Aid Kit in the Foyer of the Veolia Arena and an AED (Automatic External Defibrillator) located on the wall in the foyer of the Veolia Arena. The Grace Millsom Function Centre has a 1st Aid Kit located in the staff kitchen and an AED is located next to the function centre entrance. Both AED’s give out an audible alarm when opened.

EMERGENCY CONTACTS AND INFORMATION

ADDRESS:	GOULBURN RECREATION AREA - 47 BRAIDWOOD ROAD, GOULBURN NSW
Recreation Facility Co-Ordinator	0497014533
Council Duty officer	48221081
Police / Fire / Ambulance	000
Local Police Station	48240799
Goulburn Hospital	48273111
Poison Information Centre 24/7	131126

GOULBURN RECREATION AREA

BRAIDWOOD ROAD, GOULBURN

SITE MAP



LEGEND					
ZANTIS STABLES	A	SKILLION	Q	DOG OBEDIENCE AREA	FF
COTTAGE	B	POULTRY PAVILLION	R	DRESSAGE ARENAS	GG
MACHINERY SHED	C	TOILETS AND SHOWERS	S	SAND TRACK	HH
LOADING RAMP	D	PEDEN CARPARK	T	SLIPPING TRACK	II
SHOWMANS GUILD PARKING	E	CATTLE YARDS	U	CAMPING GROUND	JJ
TOILET BLOCK	F	PICNIC AREA	V	VEOLIA ARENA	KK
LEASED STABLES AND DAY STABLES	G	CAR PARK AND STORAGE	W	FUNCTION CENTRE	LL
PICNIC AREA	H	RODEO ARENA	X	GATE 1	1
GRANDSTAND	I	HARNESS TRACK	Y	GATE 2	2
CARPARK AND SIDESHOW AREA	J	OUTER RING	Z	GATE 3	3
TOILET BLOCK	K	GREYHOUND TRACK	AA	GATE 4	4
GOULBURN SHOW OFFICE	L	BORE	BB	GATE 5	5
BASKETBALL STADIUM	M	CENTRE RING	CC	GATE 6	6
GREYHOUND KENNELS	N	HORSE POOL	DD	GATE 7	7
PEDEN PAVILLION	P	CRUISE CIRCUIT	EE	GATE 8	8