



## **GOULBURN HISTORIC WATERWORKS - BOOKING TERMS AND CONDITIONS**

I, the hirer, as stated over, am responsible for this booking and understand this booking is subject to cancellation if the following conditions of hire are not met:

1. Prompt payment of the hire fee, as fixed by the Council, for use of the venue and for the payment of any other charges arising out of this booking, including the cost of repairing any damage to the premises, fixtures or fittings, waste collection and any post event / booking cleaning.
2. Payment of an amenities cleaning fee during booked events, should Council cleaners be required.
3. The venue and all amenities will be left in a clean and tidy condition and all rubbish placed in the bins provided.  
**PLEASE DO NOT USE SYNTHETIC FLOWERS PETALS AS THESE ARE PROHIBITED**
4. Payment of a cleaning/damage deposit should this be required. The deposit will be determined by Council. The deposit is to be paid to Council's Revenue Officer with payment of the venue hire fee. This deposit is fully refundable when a satisfactory inspection of the premises has been carried out after the event.
5. Providing a copy of the appropriate public liability insurance. Council's casual hirer's insurance policy will cover casual hirers of any facilities owned by Goulburn Mulwaree Council (other than Incorporated Bodies, Sporting Clubs or Associations of any kind, Commercial or Profit Making activities).
6. If alcohol is to be available for sale, that the NSW Office of Liquor, Gaming & Racing, Council and the Licensing Officer (Police) have been notified (if applicable) and permission granted. **Note: Glassware is not permitted in Council parks or sporting fields.**
7. If there are food sales at this event, please refer to Council's web site for food handling and notification requirements, or contact Council's Environmental Services for further details.
8. To ensure the safety of the public, guests and Council staff, a risk assessment or an event risk management document identifying potential hazards and how those hazards will be addressed has been prepared and should accompany your application.
9. All leads to electrical appliances or equipment used during the booking must be tagged and tested by a licensed electrician within the past 12 months.
10. Goulburn Mulwaree Council has adopted a Sun Safe Policy, a copy of which is available on request.
11. The event organiser is responsible for ensuring adequate toilet facilities are supplied for participants.
12. The event organiser is responsible at all times for the good order, conduct and behaviour of participants and spectators.
13. The event organiser is required to nominate a responsible person to ensure the gate is locked at the close of the event.

**NOTE: If the hirer is using a marquee at their event and it is being erected by a contractor then arrangements need to be made for Council staff to meet the contractor on site prior to the commencement of construction of the marquee. A copy of the contractor's insurance will need to be provided. Please note that the ground is very hard in this area therefore you will need to secure the marquee with weights.**

**There is no smoking in any Council outdoor open spaces or sporting fields as per the smoke-free environment act 2000.**

**Motor vehicles are not permitted on grassed areas in parks or reserves, unless prior arrangement is made with Council.**

**Important: All buildings at the Waterworks are alarmed.**

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