



Application for Hiring Parks

Applicants must be over the age of 18

184-194 Bourke Street, Goulburn NSW 2580

✉ council@goulburn.nsw.gov.au

☎ (02) 4823 4444

I hereby make application to hire the following venue:

- Belmore Park
- Tony Onions Park
- Victoria Park
- Tallong Memorial Park
- Belmore Park Rotunda
- Other:

Applicant Details

Organisation: _____ Not For Profit: Y N

Surname: _____ Given Name: _____

Phone Number: _____ Email Address: _____

Address: _____

City: _____ State: _____ Postcode: _____

Event Details

Event Name: _____

Event Description: _____

Event Date(s): _____

Commencing Time: _____ Concluding Time: _____

Set Up Dates & Times
(if required, please note that this may attract additional charges): _____

Clean Up Dates & Times *(if required, please note that this may attract additional charges):* _____

Approximate Numbers of Attendees: _____



Requirements

Toilets Opened: Yes No Time Required: _____

Power: Yes No Location: _____

Please note, power is not available at all facilities.

Amenity Cleaning: Yes No If yes, please complete Attachment A.

Bins: Yes No If yes, please complete Attachment B.

Road Closure: Yes No If yes, please provide details:

Do you have any other requirements, not mentioned above? _____

Attachment A

Amenity Cleaning Services by Council for an Event

Event Name:			
Date/s of Event:			
Location of toilets to be used during event: (Please specify location)			
Date and times for toilet cleaning	<p>The toilets specified are to be cleaned on (please circle)</p> <p style="text-align: center;">MON – TUES – WED – THUR – FRI – SAT – SUN</p> <p>At (approximate times required)</p> <p style="text-align: center;">_____ am/pm and _____ am/pm</p>		
To determine your fee:	<p>A. Number of toilet blocks to be cleaned _____</p> <p>B. Number of times each block is to be cleaned _____</p> <p>C. Cost per clean (2020/2021) - \$174.00 _____</p> <p><u>Total cleaning fee = A x B x C</u> _____</p>		
<p>For example, the Belmore Park toilets are to be cleaned twice on a Saturday, the fee would be 1 x 2 x \$174.00 = \$348.00. All events will be charged for at least one (1) toilet clean at the end of the event.</p>			
<p>Contracted Cleaning: the event organisers 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>			
If YES, please supply details, including contact details:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> </table>		

All toilets must be left clean at the end of each event. Please note that Council does not guarantee exclusive use of any toilet facilities

Attachment B

Waste Services by Council for an Event

Event Name:			
Date/s of Event:			
Delivery and pick up location:			
Date bins required:		Date to be collected:	
Date for empties:	<p>The bins supplied are to be emptied on (please circle required days)</p> <p style="text-align: center;">MON – TUES – WED – THUR – FRI – SAT – SUN</p> <p>At (approximate times required) _____ am/pm</p> <p>Please be advised that bins must be emptied by 12 pm Monday to Friday and weekend empties are available by negotiation with Waste Services</p>		
To Determine your fee:			
240L Bins			
A. Number of bins required			_____
B. Cost per empty			\$19.50
C. Number of empties			_____
D. Empty Total = A x B x C			=====
E. Pickup and delivery fee			\$60.00
F. Total = D + E			_____
1100L Bins			
G. Number of bins required			_____
H. Hire Fee			\$12.00
I. Hire Total = G x H			=====
J. Empty Fee			\$27.00
K. Number of empties			_____
L. Empty Total = G x J x K			=====
M. Delivery and pickup fee			\$100.00
N. Total I + L + M			_____
Grand Total = F + N			_____
<p>The Event organiser may elect to arrange the removal of the rubbish by event staff, or by other contracts. Please advise if this is the case, and provide details.</p>			

BOOKING CONDITIONS AND RESPONSIBILITIES FOR HIRE OF FACILITIES

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. The fee is to be paid to Council's Revenue Officer through Council's Customer Service Department.
2. Payment of the waste collection service provided by Council, as stated in Council's fees and charges schedule, that is a direct result of this booking. Current fee schedule (2020/2021) below:

240L (wheelie) bin	\$19.50 per bin supplied and emptied \$60.00 delivery and retrieval of bins
1100L industrial bin	\$39.00 per bin, supplied and emptied \$100.00 delivery and retrieval of bins

3. Payment of an amenities cleaning fee during booked events, should Council cleaners be required. Current fee (2020/2021) is \$174.00 per facility clean.
4. The venue and all amenities will be left in a clean and tidy condition and all rubbish placed in the receptacles provided.
5. 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.
6. Providing a copy of the appropriate public liability insurance.
7. If alcohol is to be consumed or 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 that glassware is not permitted in Council parks or sporting fields.
8. 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.
9. Council's Planning Department may be consulted regarding any other licences, such as approvals for permitted musical performances or development applications for a new event.
10. 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 a copy attached to this application.
11. 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.
12. Goulburn Mulwaree Council has adopted a Sun Safe Policy, a copy of which is available on request, and is introducing, as a condition of hiring Council sports fields for carnivals, the requirement of provision for adequate temporary shade structures for the number of participants at the event.
13. Keys may be allocated for this venue. No additional keys may be cut by the hirer. Please contact Council during the week prior to your event to arrange collection of keys.
14. The event organiser is responsible for ensuring adequate toilet facilities are supplied for participants.
15. The event organiser is responsible at all times for the good order, conduct and behaviour of participants and spectators.



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

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

Written confirmation will be mailed once the completed booking application has been lodged with Council. Outstanding booking fees at time of confirmation will be invoiced and mailed with confirmation.

All enquiries regarding completion of this application may be directed to Operations staff on phone: 4823 4444 or email: council@goulburn.nsw.gov.au

Signature of hirer: _____

Date: _____

Name & position held:

Copy of Public Liability insurance attached

Copy of event Risk Assessment attached

Contact on the day:

Name _____

Mobile no _____

If required you have notified relevant emergency services & the Visitor Information Centre about your event.
