

Application to Use Public Reserve

- ▶ Please complete form in BLOCK LETTERS, tick appropriate boxes, complete all relevant sections and **sign and date** application

Applicant Details			
Name:			
Organisation:			
Postal Address:			
Suburb / Town:		Postcode:	
Email Address:			
Phone No: (During Bus Hrs)		Fax No:	
Event Details			
Park / Reserve / Beach Name:			
Please Describe Area Of Reserve You Wish To Use:			
Type Of Event/Function:			
Date:	Start Time:	Finish Time:	
Approx Number of people attending:			
Food			
Will you be using Professional Caterers?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Name of Caterer:	Business Phone No:		
Are you proposing to sell food on site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
List type of food to be sold:			
Details of approved food van or temporary food premises:		Owner Name:	
Registration Number:		Local Gov Approval Number:	
Other Requirements			
Are you proposing to have a fireworks display?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If yes – conditions apply</i>
Are you proposing to have an amusement device?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If yes – conditions apply</i>
Are you proposing to have road closures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If yes – please request Road Closure Form</i>
Will you be erecting a marquee/shade tent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If yes, a site meeting may be necessary</i>
Please provide details of any other requirements:			

Amplified Sound / Noise

Will there be a public address system/musical performance? Yes No

Type of Sound: Band Public Address System Amp Output

Other: _____ Start Time: _____ Finish Time: _____

Waste Disposal

Will you require any additional garbage bins? Yes No

- ▶ Port Stephens Council's Park Co-ordinators have the discretion to request and enforce extra garbage bins deemed necessary for any event
- ▶ A charge of \$19.00 per bin will be additional to booking fee

Insurance Details

Depending on the type/scope of event - Your organisation may have to provide or obtain current documentation (**Certificate of Currency**) of public liability insurance specific to the event being held with a minimum cover of **\$10 million** before the booking can be approved.

- ▶ Port Stephens Council is to be named as an **"interested party"** on the Certificate of Currency
- ▶ A copy of the Certificate of Currency is to be provided to Council prior to the date of the booking (**a receipt for payment of an insurance premium will not be accepted**)

Insurance Company Name: _____

Policy No: _____ Expiry Date: _____

Fees & Charges

- ▶ **Wedding Ceremony \$95.00** | ▶ **Social Club Function \$95.00**
- ▶ When approved, Council will send written/email confirmation of booking and invoice to the applicant.
- ▶ Payment (if applicable) is made after booking is approved and prior to the event, a bond may also be requested depending on the event.

Declaration

- ▶ I agree as a representative of the above group to comply with the conditions set by Council and act upon all reasonable direction from any officer of Council or caretaker appointed by Council.
- ▶ I will advise Council should there be any alterations or additions to the information supplied

Applicant's Signature: _____ Date: _____

▶ Return completed & signed application form plus supporting documentation if required to:

By Mail: Port Stephens Council PO Box 42 RAYMOND TERRACE NSW 2324	By Fax: Attention: Facilities and Services Admin Officer Port Stephens Council FAX: (02) 4983 1296
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Office Use Only

Forwarded to Parks Co-ordinator _____ Date: _____

Approved by Parks Co-ordinator Yes No

Other Conditions- (Bin requirements, keys etc): _____

