

APPLICATION TO USE PUBLIC RESERVE FOR MAJOR PUBLIC / CORPORATE EVENTS

- ▶ This form is to be used only for **Major Public / Corporate Events** that require electricity at the sites listed in Attachment 1. For all other reserve bookings please use the standard Application to Use Public Reserve form.
- ▶ 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: Please complete Event Management Plan – Attachment 2			
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:	
PARKING			
▶ Please indicate your parking arrangements - <i>Please note that parking on reserves & sports fields is not permitted</i>			
OTHER REQUIREMENTS			
Do you require the use of electricity?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<i>If yes – please complete Attachment 3 - Use of Council Electrical Assets and attach to your application</i>
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	<input type="checkbox"/>	No	<input type="checkbox"/>
Type of Sound	Band <input type="checkbox"/>	Public Address System <input type="checkbox"/>	Amp Output	
Other	Start Time:		Finish Time:	
▶ <i>Where power is available, Council will only supply 240 volts single phase power</i>				

WASTE DISPOSAL

Will you require any additional garbage bins?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
▶ <i>Port Stephens Council's Park Co-ordinators have the discretion to request and enforce extra garbage bins deemed necessary for any event</i>				
▶ <i>A charge of \$19.00 per bin will be additional to booking fee</i>				

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:
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FEES & CHARGES

- ▶ Please refer to Port Stephens Council's website at www.portstephens.nsw.gov.au to ascertain appropriate fee structure for your event. Alternatively please contact Port Stephens Council on (02) 4980 0399 to discuss further.
- ▶ 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:
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▶ 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 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 <input type="checkbox"/>	No <input type="checkbox"/>
Other Conditions- (Bin requirements, keys etc)		

ATTACHMENT 1

SITES MANAGED BY COUNCIL

Power is available for Major Public / Corporate Events at the following locations:

- Anzac Park, Shoal Bay
- Boomerang Park, Raymond Terrace
- Fly Point Amphitheatre, Nelson Bay
- Neil Carroll Park, Nelson Bay
- Corlette Hill Reserve, Corlette
- Little Beach, Nelson Bay
- Hinton Foreshore
- Fingal Bay Foreshore
- Nelson Bay Foreshore
- Shoal Bay Foreshore
- Raymond Terrace Foreshore
- Lemon Tree Passage Foreshore
- Karuah Foreshore

If you wish to utilise this service, please complete Attachment 2, Use of Council Electrical Assets and Attachment 3, Event Management Plan

ATTACHMENT 2

Event Management Plan

Applicant to Provide

Operational Details	Clear explanation and site plan of what is proposed. Must include visitor access, car parking areas, catering van locations, how site is to be sectioned off into operational areas and public areas, structures e.g. marquees	<input type="checkbox"/>
Hours of Operation	Set up and clean up times, show times, itinerary.	<input type="checkbox"/>
Number of People	Number of people expected to attend	<input type="checkbox"/>
Disposal of Wastes/rubbish	Procedures / plans that are in place to address this.	<input type="checkbox"/>
Effluent Disposal	What plans are in place if not using existing facilities.	<input type="checkbox"/>
Toilet/Shower arrangements	What plans are in place if not using existing facilities and how supply will meet demand of a particular event.	<input type="checkbox"/>
Designated Camping Areas	Location, how many tents/vans etc people, number of nights.	<input type="checkbox"/>
Entertainment/Function License	Licensing court approval required if selling of alcohol will be carried out.	<input type="checkbox"/>
Insurance	Min \$10 million P/L noting PSC Interests and being specific to event. Also require any other insurances from caterers, bands, rides.	<input type="checkbox"/>
Electricity	How supply will meet demand, what plans are in place if demand will exceed supply e.g. generators.	<input type="checkbox"/>
Lighting Requirements	Times that lights will be required	<input type="checkbox"/>
Risk Management Plan	Risk Management Plan specific for event	<input type="checkbox"/>
Cleaning Arrangements	Options: 1 Organisers to do themselves 2 Employ Council Cleaners – please indicate times and if required during the course of the event. E.g. lunchtime clean	<input type="checkbox"/>

ATTACHMENT 3

USE OF COUNCIL ELECTRICAL ASSETS

Event Location:

Event Duration:

Reason for Access to Power:

Port Stephens Council is committed to striving for a safe community and ensuring that we do not put ourselves or others at risk of injury.

To assist in the safe use of Council electrical assets, the following conditions are required to be met and acknowledged by the Hirer before access to power will be granted.

This form must be fully completed and authorised by the hirer to confirm that the requirements have been understood with regard to the safe use of Council electrical assets. Access to Council owned electrical equipment will not be provided until a signed copy of this form is lodged with Council.

- I(hirer) will ensure that the following requirements are met by all users of electrical assets for the duration of this event.
- All electrical appliances and leads plugged into Council assets have been tested and display a current inspection tag.
- All electrical leads must, where possible, be supported using insulated or non conductive electrical lead stands.
- Any electrical leads required to be run along the ground must be physically protected from damage.
- Port Stephens Council owned electrical equipment (including outlets and switchboards) is not to be interfered with in any way. Any alterations considered as being required, or problems associated with power supply, must be referred to council on **(02) 4980 0135**.
- Electrical apparatus used will have an IP Rating (Ingress Protection) appropriate for the physical location of the equipment.
- It is the hirers responsibility to maintain the integrity of the equipment for the duration of the event and ensure that all operators/users are following these requirements.

Signed: **Date:**
(Hirer)