

Thank you for your enquiry to hold your event on one of Shoalhaven's Public Reserves. To apply to book the reserve, please complete the following steps.

1. Booking Application - complete the application form and sign that you have read the terms & conditions.
2. Send the booking form (copy of fees & charges attached for your reference) and insurance details (if applicable) to Glen Elliott, Parks Officer, Shoalhaven City Council, PO Box 42, Nowra NSW 2541. A payment advice slip will be sent on the return of your application.
3. Council will confirm your booking, process payment and forward instruction on key collection.

If I can be of further assistance please contact Parks Administration Assistant on 4429 3339. If your booking is for a public event please contact Council's Event Secretary, Sonia O'Reilly on 4429 3541.

Kind regards

Glen Elliott
Parks Officer

APPLICATION FOR HIRE

I / We, the undersigned, have read and agree to abide by all the Terms and Conditions of Hire, applicable for hiring a Council facility / area for the function / activity. I / We are responsible for payment of the bond and hire fees as per the current schedule of fees.

Name of Applicant:				
Organisation:				
Address:				
Email Address:				
Telephone:	B/H:	Mob:		
	A/H:			
Venue:				
Area Hired: (eg hall, meeting room, surrounds)				
Type of Function:				
Date of Function:				
No Of Guests:				
Estimated Times: (to include set up & pack Up)	Arrival time	am/pm	Departure time	am/pm
Collection of Keys:				
Tax invoice required for GST use: <input type="checkbox"/> Yes <input type="checkbox"/> No				
NOTE: A list of Fees & Charges is attached. All prices are INCLUSIVE of GST As per Terms & Conditions, please attach copy of current Public Liability Insurance. <input type="checkbox"/> Copy attached <input type="checkbox"/> Not applicable				
I certify that I have read and do agree to abide by the Terms and Conditions of Hire attached.				
Date:	Signed:			
Booking Officer:				
Privacy Notification The information requested on this form is being collected by Shoalhaven City Council for the hire of facilities only. The information will be used solely by Council officers for the purpose mentioned or a directly related purpose. The applicant understands that this information is provided on a voluntary basis and they may apply to Council for access or amendment of the information at any time.				
Office use only:	hours @ \$	per hour	Total	\$
	Bond is compulsory, determined by hire type		Bond	\$
			Other	\$
			Less paid	\$
			Balance Due	\$

Standard Conditions of Hire Council Facilities

Permit

Upon confirmation of your booking, Council will issue you with a Permit for your hire of the Venue. This permit must be at the Venue during the Hire Period and must be produced on demand.

Hire Period

Your booking will start and end at the times set out in the Approved Hire Details. You will not have access to the Venue before or after these times, unless expressly authorised by Council. The delivery or removal of equipment, setting up or cleaning of the Venue must be completed during the Hire Period.

Hire Fee

You must pay the Hire Fee to Council in the amount and at the times set out in the Approved Hire Details. The Hire Fee will be charged in accordance with Council's Annual Fees and Charges.

Council may require you to pay a Deposit to secure your booking. The amount of the Deposit and the Payment Date is set out in the Approved Hire Details.

Bond

Council may require you to pay a Bond for use of the Venue. The amount of the Bond and the Payment Date is set out in the Approved Hire Details.

Council will inspect the Venue after the function. If the Venue has been left in a satisfactory condition, Council will refund the Bond to you within ten working days of the inspection date.

If the Venue has been left in an untidy condition or the Venue has been damaged, Council will contact you and make arrangements for cleaning or repairs to be carried out. Any costs incurred for any additional cleaning or repairs necessary to reinstate the Venue to the condition it was before the time of hire will be deducted from the Bond.

Cancellation by You

If you decide not to use the Venue for your function, you must immediately notify Council.

If you cancel your booking after the Cancellation Date set out in the Approved Hire Details, you must pay the Hire Fee in full.

If you cancel your booking before the Cancellation Date set out in the Approved Hire Details, and you have paid the Hire Fee, Council will refund the Hire Fee and any Bond paid within ten (10) working days from the date of cancellation.

It is recommended that you cancel all advertising relating to the function and notify any sponsors or clients.

Cancellation by Council

Council reserves the right to cancel your booking immediately by verbal or written notice if you are in breach of any of the hire conditions.

Keys

You can collect and return the keys from the person and the times set out in the Approved Hire Details. Keys will not be handed over unless you produce proof of payment. You must not copy the keys.

Damage

You will be responsible for any damage you cause to the Venue or any fixtures, furniture or equipment at the Venue, except for reasonable wear and tear. Any damage will be repaired by Council at your cost and any expenses incurred will be deducted from the Bond.

You should report any accidental damage to the Venue upon return of the keys. If not reported, the damage will be deemed as wilful and may be reported to the Police.

Cleanliness

You must leave the Venue in a clean and tidy condition and return it to the condition before the time of hire. This includes returning any tables, chairs and other equipment to their original position, removing garbage and cleaning any kitchen, cutlery, crockery or glassware. If the Venue is not left in a clean condition, any cleaning costs incurred will be at your cost and may be deducted from the Bond.

Approvals

You must obtain all necessary consents and approvals for your use of the Venue including any development consent required under the *Environmental Planning & Assessment Act 1979*.



If are unsure whether your function requires development consent, contact the Development Services Section on 4429 3111.


Standard Conditions of Hire Council Facilities

No Smoking

Council has a No Smoking Policy which applies to the Venue.

Alcohol

You must not sell or serve alcohol at the Venue unless you have an appropriate licence under the *Liquor Act 2007* and the *Liquor Regulation 2008*. You must provide Council with a copy of any licence or approval at the time of booking, and if requested, on demand.

 *If you wish to sell or serve alcohol, contact the NSW Office of Liquor, Gaming & Racing on 02 9995 0894.*

Safety

You must be aware of, and follow, the evacuation procedure for the Venue. You must ensure that you keep any fire exits clear at all times.

You must immediately report any accident or incident at the Venue to Council. An incident form must be completed and given to Council.

Electrical Equipment

You must not use double adaptors at the Venue and must ensure that all electrical appliances used by you are tested and carry a current tag. All electrical devices must be protected by a Residual Current Device (RCD).

Council's Property


You must not interfere with any electrical wiring, switchboard or sound equipment at the Venue. Any alteration of Council property without written approval will result in the loss of the Bond.

Offensive Noise

Your activities must be carried out in a manner which does not cause offensive noise as defined by the *Protection of Operation of the Environment Act 1997*.

Charitable Activities

You must observe any requirements of the *Charitable Fundraising Act 1991*.

 *If you have an enquiry about these requirements, contact the Department of Gaming and Racing on 9995 0300.*

Sub-Letting

You must not sublet the Venue or assign your rights to any other organisation or person without Council's prior consent.

Liability

You must accept responsibility for any claim for damage to property or injury to persons which arises from your use and occupation of the Venue.

Insurance & Indemnity

Unless you are covered under Council's Casual Hirers' Public Liability Policy, you must obtain and maintain public liability insurance for the amount set out in the Hire Details with an insurer approved by the Australia Prudential Regulation Authority, noting the interests of those listed in the Approved Hire Details. Proof of this Policy is to be submitted to the Director City Services & Operations for approval prior to the commencement of the Hire Period. Council's Insurance Manager must also decide to approve the insurance provider. You must provide Council with a Certificate of Currency upon request.

You agree to indemnify Council and those other individuals/organisations noted on the Approved Hire Details from and against any actions, suits, claims and demands of whatever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the activities approved under this Permit.

Directions

You must comply with any direction given by an authorised officer of the Council (including Council Rangers) or a Police officer acting in the course of their duties.

Complaints & Compliments

If you have any complaints or compliments about your use of the Venue including the quality of the building, hiring, service or support, please put these in writing to Council

Crowd Control

You are responsible for crowd control during your use of the Venue.

Depending upon the type of function, Council reserves the right to request security be provided.

Special Conditions of Hire Reserves & Sportsgrounds

Existing Structures

You must inspect structures, goal posts, in-ground sprinklers and the like for safety before use of the sportsground. Any unsafe areas should not be used, and should be reported to Council immediately.

Alcohol Free Areas

Some reserves have been declared alcohol free areas. No alcohol is permitted within these areas.


Police Advice

You must advise the Police of any evening/night function (excluding meetings) held at the Venue. A safe party form (available from local police stations) must be completed by you and given to the supervisor at the time of booking the Venue.

Underground Services

Council may have underground services (eg: water mains and electricity) located within the bounds of the reserve. You must not install stakes, star pickets, pegs or the like without first consulting Council about location of services.

Failure to comply with this requirement may be dangerous and result in inconvenience for your function.


 For information about location of services contact 4429 3233 (Electricity) or 0412 125 964 (Water).

Use by Others

Your booking does not include the exclusive use of the remainder of the reserve or sportsground. You must cause minimum inconvenience to local residents and to other persons wishing to use the reserve or sportsground. The rights of the general public to have free and unrestricted access to the reserve or sportsground must be respected.

Camping

No camping is allowed on any reserve except for showgrounds. Fees apply for camping at these locations.

 For information on camping at Berry, Kangaroo Valley and Milton Showgrounds contact the Booking Officer. For Nowra, contact the Sports Field Officer on 4429 3425.

Fire Restrictions

You must follow any fire restrictions that are in force during the Hire Period. You must not light fires except in properly constructed fire places.

Trees

You must not cut or lop any trees on the reserve or sportsground.

Vehicle and Crowd Control


Vehicular access to the reserve or sportsground is restricted to the time required to load and unload materials. No vehicle will remain on the reserve or sportsground except for this purpose.

Vehicles must be parked in designated parking areas only.

Vehicle and crowd control remain your responsibility.

Structures

You must not erect any structures on the reserve or sportsground without the prior written consent of Council.

 If you wish to erect a small marquee for your function, contact the Sports Field Officer on 4429 3425.


Food

If you wish to provide or sell food to the public, you must obtain a licence for Mobile Food Stalls & Temporary Food Premises before the function.

 For more information, contact the Environmental Services Section on 4429 3111.

Waste

It is recommended that you inspect the venue before the function to check if additional bins are required. It is your responsibility to ensure that adequate bins are supplied. Additional bins may be supplied. The cost will be in accordance with Council's adopted Fees & Charges. You should place all additional bins at the roadside immediately after the function, ready for emptying by the garbage truck.

 If additional bins are required, contact the Booking Officer or Events Co-ordinator on 4429 3111.

Special Conditions of Hire Reserves & Sportsgrounds

Promotional Trailer

Council has a promotional recycling trailer which may be used at no charge.



To use the trailer, contact the Waste Management Unit on 4429 3129.

Amusement Devices

You do not have approval to use amusement devices except for jumping castles. If you want to use amusement devices,, specific approval is required.



For further information, contact the District Building Surveyor on 4429 3111.

Alcohol

You may consume alcohol at the reserve only with the prior written approval of Council. Some reserves are "Alcohol Prohibited Zones" You must provide the local Police with a copy of the written approval to enable adequate notice before the function.

Parks, Reserves and Other Public Places

Refer also to "General-Security Bond" information at commencement of "Public Buildings and Facilities" section.

Administrative

Fee Name	Purpose	Amount (Including GST)	% Cost Recovered	GST	Pricing Policy
12251 Plans of Management/Strategic Plans	Charge for provision	\$27.60 each	N/A	N	Partial cost recovery

Commercial

Fee Name	Purpose	Amount (Including GST)	% Cost Recovered	GST	Pricing Policy
10049 Carnival activities - Amusement devices etc	Charge for use	\$327.84 per day or part	N/A	Y	Partial cost recovery
13647 Carnival activities and Amusement devices etc.	Charge for use	\$109.29 for additional days or part.	N/A	Y	Partial cost recovery
10051 Circus - large traditional type	Charge for use	\$460.40 per day or part	N/A	Y	Partial cost recovery
12214 Circus - small, performing arts type	Charge for use	\$65.81 per day or part	N/A	Y	Partial cost recovery
10058 Promotional activities or similar	Charge for use	\$272.64 per day or part	N/A	Y	Partial cost recovery
13785 Reserve Hire Long Term	Use by contractors	\$265.10 per week	N/A	Y	Market Rate

Community

Fee Name	Purpose	Amount (Including GST)	% Cost Recovered	GST	Pricing Policy
10059 Bona fide charities or fundraising activities for same exempted from charges for use of Council's open space venues	At discretion of Director Community & Operations Group on application - exercise of discretion may be reported to Council for consideration and/or endorsement	no charge	N/A	N	Fully Subsidised
13268 Non-fundraising groups and general public	Childrens birthday parties/picnics, religious gatherings, family reunions, seniors/social barbecues & youth events under 50 people.	no charge	N/A	N	Fully Subsidised
10057 Non-fundraising groups or general public	Charge for use - athletics & aquatic events, car displays, parties (except children's), music events, school picnics, weddings & use for Temporary Advertising Banners, events over 50 people.	\$65.81 per day or part	N/A	Y	Partial cost recovery
13648 Commercial sporting events requiring Development Consent	Charge for use - where Development Consent is deemed necessary for event	\$163.15 Per day or part	N/A	Y	Partial cost recovery
10050 Markets, Food & Wine festivals or similar	Charge for use	\$196.32 per day or part	N/A	Y	Partial cost recovery
13266 Client conducting Wedding Reception with Substantial Marquee	Charge for use - where Development Consent is deemed necessary for event	\$272.64 per day or part	N/A	Y	Partial cost recovery
11794 Provision of additional garbage bins	Charge for delivery, pickup & clean	\$26.58 per each bin	N/A	Y	Full cost recovery
10065 Lost keys to reserves, playing fields	Charge for replacement	\$26.58 per key	N/A	Y	Partial cost recovery
14149 Memorial Seats	Charge for supply and installation of Memorial seat excluding provision of plaque	\$2,232.79 per seat	100%	Y	Full cost recovery
14049 Supply and installation of Memorial plaque to existing seat		\$296.12 per annum	100%	Y	Partial cost recovery

Film & Video Production

At Council's discretion, where significant traffic, environmental or other potentially negative impact is anticipated, Council Rangers or other authorised staff will be in attendance - appropriate costs to be determined by relevant Group Manager.

Where Council determines that a promotional or public image benefit to the City of Shoalhaven is to be derived from a particular film or video production a concession on the listed fee may be granted at the discretion of the General Manager (Director City Services & Operations). In particular cases, exercise of this discretion may be reported to Council for consideration and/or endorsement. Refer also to "General-Security Bond" information at commencement of "Public Buildings and Facilities" section.

Fee Name	Purpose	Amount (Including GST)	% Cost Recovered	GST	Pricing Policy
10052 Production filming - Advertisements/ Commercials	Charge for use	\$1,591.40 per day or part	N/A	Y	Partial cost recovery
10053 Production filming - Cinema, Television	Charge for use	\$1,591.40 for first day or part thereof	N/A	Y	Partial cost recovery
11791 Production filming - Cinema, Television	Charge for use	\$793.10 per each additional day	N/A	Y	Partial cost recovery
10054 Production filming - Documentary, Travel, Tourism	Charge for use	\$638.59 for first day or part thereof	N/A	Y	Partial cost recovery
11792 Production filming - Documentary, Travel, Tourism	Charge for use	\$319.30 per each additional day	N/A	Y	Partial cost recovery
10055 Commercial still photography - Advertising	Charge for use	\$319.30 for first day or part thereof	N/A	Y	Partial cost recovery
11793 Commercial still photography - Advertising	Charge for use	\$138.00 per each additional day	N/A	Y	Partial cost recovery