



BLAND SHIRE COUNCIL COUNCIL PARK BOOKING FORM (NON SPORTING USAGE)

Contact Person/Organisation					
Name					
Organisation					
Address					
Town/Suburb		State		Postcode	
Telephone		Mobile		email	

BOOKING DETAILS			
Park or Oval	Power Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
	Fountains Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Time(s) and Dates for the booking			
What will you be using the park/oval for?			
Number attending?			
Is this a public event? <i>Do you wish to have this advertised on the Bland Shire Council Website</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>I agree that I/the nominated organisation, group, individual shall be bound by and shall observe, the terms and conditions attached and that such terms and conditions shall be deemed to be part of this agreement.</i>			
	Name	Signature	Date

OFFICE USE ONLY			
Fees	<input type="checkbox"/> Yes – Weddings	Receipt No.	
	<input type="checkbox"/> No – Family parties, community events etc	GL 4260-1006-0	
Insurance	<input type="checkbox"/> Not required - Casual hire by member of the public <input type="checkbox"/> Required and copy of certificate of currency attached Incorporated groups, businesses or commercial operators		
Entered In Diary	Name	Signature	Date

Conditions of Hire

1. A fee is payable upon lodgement of the application. Payment of the hire fee is required in full when the Booking Form is submitted. Non-profit and incorporated community organisations are fee exempt. Notice of cancellation is required at the earliest opportunity. When cancellations are made at least 5 working days prior to the event an application for a refund following cancellation may be made however 25% will be retained by Council for administration cost. Please note that the fee is non-refundable in circumstances where inclement weather affects your ceremony.
2. Applications are to be submitted to Council at the earliest opportunity but no later than 5 working days prior to the event. A booking cannot be confirmed until the completed Booking Form is returned to Council and no tentative bookings are to be taken.
3. The booking receipt should be available at your function as evidence that you have Council's approval. Further, approval is given to use the area only for the times stated in the approved form. Please ensure you adhere to the times specified as another function may take place both prior to and/or after your booking.
4. The Hirer is to understand that the park is public land and therefore Council can not grant exclusive access to the area being booked. However Council will not take any other bookings for the same area.
5. Parks are maintained on a routine maintenance program and are not specifically groomed prior to your function. However, Council will endeavour to ensure the area is in a well presented condition where possible. Council does not accept any responsibility for the condition of the area including mowing, maintenance or inclement weather conditions resulting in leaf/branch debris, or activities out of Council's control in the area prior to your booking.
6. For environmental reasons, please do not use confetti, glitter, streamers or other manufactured products. Council considers organic based products, such as rice, rose petals and/or bubbles a reasonable alternative.
7. Council does not permit vehicle access in parks. At no time is pedestrian traffic on any pathway to be obstructed.
8. Access to Council controlled electricity is generally not available for functions at most locations. If the function has approved electrical access, keys are to be collected and returned as per the application form.
9. The area should be left in a clean and tidy condition, failure to do so will result in the cost of cleaning the area being billed to the Hirer. The Hirer is to accept responsibility for the cost of repair of any damage or breakage (other than normal wear and tear) to any part of the building, fitting, fences, grassland, park furniture or other property of Council, caused through the use of Council's by the Hirer.
10. Spikes, stakes and other objects (e.g. for tents) are not to be placed into the ground without first gaining Council's permission to do so. Buried electrical cables, irrigation lines and water pipes are a safety hazard.
11. Incorporated community groups, organisations, or business or commercial operators must submit a copy of their Public Liability Insurance Certificate with the completed booking form.
12. The hirer shall be held responsible for any accident, loss, damage or injury sustained by any person or persons using the venue during the period of hire notwithstanding that it arose from or by reason of any default in furniture, fittings or other accessories of any kind whatsoever, the signed hire agreement shall be deemed to indemnify Council against all claims and demands made or costs or expenses incurred in connection therewith.
13. The Council shall not be held responsible in any way for damage to or loss of any property of the hirer nor for any loss occasioned by the hirer through accident or failure of the electricity or other plant or by any unavoidable cause.
14. The area must be left in a clean and tidy condition with no damage to Council property. Hirers are held responsible for any cleaning, repair or maintenance required as a result of their booking. All Hirers of the facility shall, in so far as possible, reinstate any of the grassed surfaces, which have been substantially disturbed by the conduct of their function.
15. Notwithstanding any prior booking made to any other person or persons, the property will be made available to the Local, State or Federal Governments for any other purpose which Council may consider necessary.
16. Council reserves the right not to accept bookings from any person or persons.
17. The Hirer shall abide by all directions given by Council.
18. No smoking is permitted in or within 10 metres of any building located in any Council facility. This includes any canteen, change room, toilet, bar or grandstand. Smoking areas are to comply with all relevant acts and regulations.
19. Alcohol must not be served or sold at the facility unless an appropriately licensed. The occupant must first get the consent of the Council in writing prior to applying for a liquor licence.
20. For safety reasons, there is to be no serving of drinks in glass containers.