

**CASUAL HIRE
OF SPORTING GROUNDS AND RECREATIONAL PARKS
APPLICATION FORM**

This application must be submitted at least 10 business days prior to the date of hire. Failing to complete all fields in this form and/or not supplying necessary documentation may result in a longer processing period.

SECTION ONE: APPLICANT DETAILS

Name of organisation/person hiring the grounds: _____

Contact Name and Title: _____

Phone (h): _____ (m) _____

Email: _____

Postal Address: _____

SECTION TWO: BOOKING DETAILS

Name of Park: _____ Date/s required: _____

Time in: _____ Time out: _____

Approximate number of people: _____

Describe any temporary structures that are part of the proposed event, including but not limited to jumping castles, marquees etc: *(please see terms and conditions for approved devices in parks).*

Please provide a general description of the event:

Describe how you will manage any waste or litter as part of the event:

Will other organisations/clubs/sporting groups be using the ground at the same time as you? *Please circle* yes no

What are the name/s of these organisation/s:

Public address systems, music and amplified sound devices are not permitted to be used in Council parks without prior consent of Council. If you intend to use any of these devices you agree to abide by the terms and conditions below.

- Noise emissions associated with the use of Public address systems, amplified music and the like shall be at a level that is fair and reasonable.
- The applicant will ensure that noise emissions associated with the event is not audible from any residential premises (sensitive noise receivers).
- That the use of the park shall not give rise to a nuisance to nearby residential premises or cause "offensive noise" as defined in the Protection of the Environment Operations Act, 1997.
- No live music or musical instruments are permitted to be used within the park.(Drums, clarinets etc)
- Should you be granted permission for the use of a sound amplifying device, speakers shall be directed away from residential premises.
- Should a Council Ranger, Council Officer or Police Officer request the sound level be reduced or stopped, the applicant will comply with this request immediately and for the duration of the event/s.

Please list the sound devices proposed for use.

SECTION THREE: INSURANCE

Council requires evidence of your current **Public Liability Policy** with a cover of \$10 million. Please attach a certificate of currency with this application form. You may also be required to supply a certificate of **articles of incorporation** as proof of registration of the name on the certificate of currency.

SECTION FOUR: CHECK LIST AND DECLARATION. (PLEASE TICK)

Any documents not provided will delay the process of your application.

- I have attached a copy of my public liability insurance
- I have attached a copy of the public liability insurance for any additional device/s (eg: jumping castle) being set up
- I accept all responsibility as the hirer for damages caused by this occasion
- All fields are complete and accurate
- The Direct Credit Payment Request form is complete if a deposit is payable (See attachment)
- I have read, understand, and if granted consent, agree to abide by the terms and conditions of hire of passive parks

In signing this form you accept that you have read the terms and conditions for hire of sports grounds or passive parks and all the information in this form is true and accurate.

Signature

Print name

Role in organisation (if applicable)

Please submit to: Recreation Services via email at recreation@liverpool.nsw.gov.au OR
In person to ground floor 33 Moore St, Liverpool OR
Via post: Locked Bag 7064, Liverpool BC, NSW, 1871

Direct Credit Payment Request

PLEASE NOTE PARK HIRING, DAMAGE DEPOSIT AND KEY DEPOSIT REFUND PAYMENT WILL BE CREDITED TO THE BANKING DETAILS PROVIDED BELOW.

Hirer Details

Name:

Phone:

Banking Details (credit card is not applicable)

Account Title:

Bank Name:

Branch Address:

Account Number:

Branch Number (BSB):

Authorisation

Name:

Title:

Signature:

Date:
