

# SOCIAL RECREATION APPLICATION FORM



## Fees and Charges

As per Council's Fees and Charges

## Information

- **Application must be sent to Council at least 10 days prior to your event.**
- Picnic shelters and barbeques are used on a first come, first served basis.
- A booking does not give the applicant exclusive use of the park, it is public open space, and as such must be able to be used by all of the community.
- To apply to set up a temporary structure (e.g. jumping castle, marquee etc.) please fill out the relevant section, and provide Public Liability Insurance. Please note that an approval fee of \$150 applies. For a commercial temporary structure an approval fee of \$425 applies.
- Private shade structures under, 3m x 3m do not require Public Liability. The safe securing of these structures is the responsibility of the hirer.

## Type of social activity

|  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>School group</b><br>Booking fee \$33 | <input type="checkbox"/> <b>Private and Community group</b><br>Booking fee \$33<br>Free - Community group <80<br>\$245 - Community group 81-150<br>\$605 - Community group > 150 | <input type="checkbox"/> <b>Corporate group</b><br>Booking fee \$206<br>\$319 – Corporate group <80<br>\$635 - Corporate group 81-150<br>\$1,500 - Corporate group >150 |
|--|--|---|

## Applicant details

|                    |  |             |  |
|--------------------|--|-------------|--|
| Organisation name: |  |             |  |
| Surname:           |  | First Name: |  |
| Email:             |  |             |  |
| Contact Number:    |  |             |  |
| Address:           |  |             |  |
| Suburb:            |  | Postcode:   |  |

## Booking details

|                             |  |                      |       |     |
|-----------------------------|--|----------------------|-------|-----|
| Name of Park:               |  | Location within park |       |     |
| Purpose of booking:         |  |                      |       |     |
| Date Required:              |  | Time required:       | From: | To: |
| Number of people attending: |  |                      |       |     |

**Bin set requirements (if required) NOTE: Bins are required for groups of 100 or more**

**Bin set includes: 1x 240L General Waste and 1x 240L Recycling**

Date(s) required:  Time of delivery:

No. of Bin sets Required:

Fees: **\$40.00 per set**

**Amenity block keys (\$100 bond per key)**

Do you require keys for the amenity block toilets?  Yes  No

**Temporary Structures**

Do you propose to have temporary structures?  Yes  No

Type of devise and structure:

**Conditions:** Council requires a copy of Public Liability from the company providing the temporary structure

**Device/Structure Owner Details**

|                       |                      |                      |                      |
|-----------------------|----------------------|----------------------|----------------------|
| Name of organisation: | <input type="text"/> |                      |                      |
| Contact Name:         | <input type="text"/> |                      |                      |
| Email:                | <input type="text"/> |                      |                      |
| Contact Number:       | <input type="text"/> | <input type="text"/> |                      |
| Address:              | <input type="text"/> |                      |                      |
| Suburb:               | <input type="text"/> | Postcode:            | <input type="text"/> |

**Insurance**

Council requires evidence of your current Public Liability Policy, identifying and naming the City of Canada Bay Council or *'any local government where the activity is taking place'*, with a cover of \$20 million.

Casual use of park applies to **Private** bookings when **under** ten (10) bookings are made within a financial year. Clubs/Associations/Organisations/Schools and groups over 200 people are **not** considered to be casual hirers. Casual hirers are not required to provide Public Liability Insurance.

|                           |                      |              |                      |
|---------------------------|----------------------|--------------|----------------------|
| Public Liability Insurer: | <input type="text"/> |              |                      |
| Amount of Cover:          | <input type="text"/> | Expiry Date: | <input type="text"/> |

**Device Details**

| NAME OF DEVICE       | REGISTRATION NUMBER  | REGISTRATION EXPIRY DATE |
|----------------------|----------------------|--------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |
| <input type="text"/> | <input type="text"/> | <input type="text"/>     |

**Temporary Structures - Dimensions**

|                      |
|----------------------|
| <input type="text"/> |
| <input type="text"/> |

**Sale of food at the event (if required)**

Do you proposed to sell food?  Yes  No

All food sold within NSW must comply with the requirements of the NSW *Food Act 2003*, NSW *Food Regulation 2015* and the FSANZ *Food Standards Code*.

To register the sale of food at your event on public land and satisfy the notification requirement for food vendors under the Food Act 2003 you are required to:

- Complete and return Councils 'Section 68 Local Government Approval 'Temporary Food Event (Public Land) application form' located on Council's forms and fact sheets page under the forms section 'Food Handling' [http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html). Note: this form applies for approval under the Local Government Act 1993 to sell food on Public Land.
- Pay applicable fees upon lodgement of this form
- Distribute the 'Temporary Food Event - Food Vendor Notification form' located on Council's forms and fact sheets page under the forms section 'Food handling' [http://www.canadabay.nsw.gov.au/council\\_forms/council\\_forms\\_page.html](http://www.canadabay.nsw.gov.au/council_forms/council_forms_page.html) to all food vendors. Note under the Food Act 2003, the proprietor of a food business, including a temporary food stall, must not conduct the food business unless the proprietor has given written notice, in the approved form that is to be notified to the appropriate enforcement agency before the business is conducted.
- Submit the completed Temporary Food Event Food Vendor Notification Form for each food vendor in one submission.  
(The 'Temporary Food Event - Food Vendor Notification form' form must be completed by each food vendor and returned to the nominated event organiser and submitted to Council at least fourteen (14) days prior to the event)

Approval will not be granted until both the Section 68 Local Government Temporary Event form has been submitted and each food vendor has completed the Temporary Food Event - Food Vendor Notification form and all forms submitted to Council by the event organiser. **Penalties apply to businesses selling food without a valid approval.**

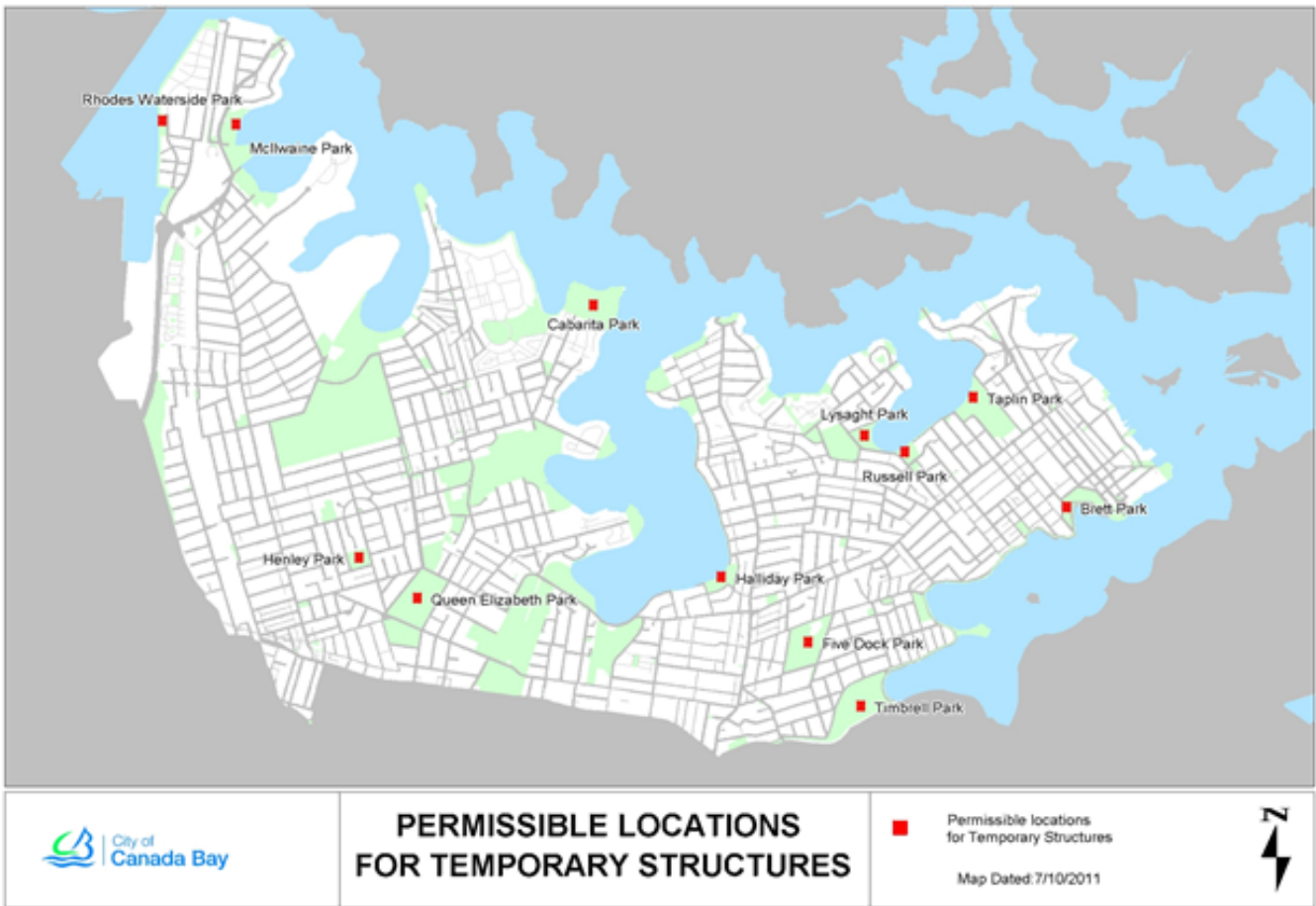
### Locality Sketch

1. Sketch/plan indicating the location of the proposed device is to be drawn in the box below.
2. The amusement device is not to be erected and operated until such a time as the conditional approval of the Council has been obtained in writing. This approval must be shown upon request by Council's Law Enforcement Officers.

### Checklist and Declaration

*Please tick. Any required documents not provided will delay the processing of your application.*

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | I have attached a copy of my \$20 million Public Liability Policy.   |
| <input type="checkbox"/> | If applicable, I have attached a plan/map of park indicating location of devices   |
| <input type="checkbox"/> | If applicable, I have attached device details and declaration by owner of device.  |
| <input type="checkbox"/> | I shall accept responsibility for setting up the device in accordance with the conditions of registration, ensuring the ground surface on which the device is to be erected is sufficiently firm to sustain the device while in operation and is not dangerous by reason of its slope or irregularity of surface or otherwise. |
| <input type="checkbox"/> | The owner of the device will have available for viewing a Work Cover Registration Certificate by Council's Law Enforcement Officer's for each ride/device on site on the dates as per application.   |
| <input type="checkbox"/> | I confirm that the details given are correct.  |
| <input type="checkbox"/> | In signing this form I acknowledge that I have read and accepted the 'Conditions of Park Use' attached.  |
| Signature:               | <input style="width: 550px; height: 25px;" type="text"/>   |
| Date:                    | <input style="width: 100px; height: 25px;" type="text"/>   |



|                                  |   |                                |   |
|----------------------------------|---|--------------------------------|---|
| <b>Lodgement of form options</b> |   |                                |   |
| Postal Address:                  | City of Canada Bay Civic Centre<br>1A Marlborough Street, Drummoyne, NSW 2047<br>Locked Bag 1470 Drummoyne NSW 1470 | Email:<br>Contact:<br>Website: | <a href="mailto:council@canadabay.nsw.gov.au">council@canadabay.nsw.gov.au</a><br>9911 6555<br><a href="http://www.canadabay.nsw.gov.au">www.canadabay.nsw.gov.au</a> |

## 1. Non-Exclusive Use of Park

Use of Council's open space **does not give the applicant exclusive use** of the park, it is public open space, and as such must be able to be used by all the community. The exception to this is the Rotundas - (located at Cabarita and Prince Edward Parks) where the use is exclusive for the period of time approved.

## 2. Public Liability Requirements:

### Casual Use

Casual use of Parks applies to **private** bookings when under ten (10) bookings (for groups under 200) are made within a financial year. Clubs / Corporations / Associations and groups over 200 people are **not** considered to be casual users. Casual users are not required to provide Public Liability Insurance unless applying to have a temporary structure larger than 3m x 3m.

### Non-Casual Use

Non-Casual Users must provide documented evidence of a current public liability policy, indemnifying and naming the City of Canada Bay Council or "any local government where the activity is taking place", with a cover of \$20 million. The insurance is to cover the set up, dismantling and duration of the function.

Non-Casual Use criteria:

1. When 10 bookings or more are made within a financial year
2. To events for groups over 200 people
3. To Clubs / Organisations / Corporations / Associations / Schools

## 3. Inspections of grounds

The Hirer shall inspect the ground / open space, prior to use and shall not use if it is considered unsafe to do so. Any unsafe surface, equipment etc. shall be reported to Council as soon as practicable.

## 4. Consumption / Sale of Liquor

The attention of Hirers is drawn to Liquor Act of 1982 and Registered Clubs Act of 1976, which provides for a Limited Public Hall License to be issued upon payment of a fee, permitting liquor to be sold by the Hirer for consumption by patrons of the Hall. Application for a licence should be made at least two (2) weeks prior to the Function to the Clerk of the Metropolitan Licensing Court, accompanied by a letter of approval from Council, being the licensee of the Hall under the Theatres and Public Halls Act, which is obtainable upon application. The Licence must be sighted by the responsible Council officer before liquor is permitted to be sold in the premises.

## 5. Temporary Structures

- Temporary structures (such as marquees) are permitted at some open space locations, with written consent from Council forwarded with relevant requested details such as Public Liability Insurance.
- Private shade structures under 3m x 3m do not require Public Liability, but do require approval.
- The hirer must ensure that the structure is secured safety and sufficiently without damaging the Park.

## 6. Waste / Litter

The Hirer shall ensure that the grounds / open space / amenity blocks are left in a clean and tidy condition after use.

## 7. Noise Management

- The hirer must ensure that noise levels are kept to a minimum to avoid disturbance to others users and residents in adjoining areas. Noise levels must not exceed 60dbi at the edge of any sporting event. 60 dbi is equivalent to the noise made in a regular conversation.
- The use of small domestic music players is permitted within Council's sportsgrounds, parks and reserves to a reasonable level.
- The use of sound amplification systems and microphones is prohibited unless prior approval is provided by the Council.

**8. Cancelled Bookings**

If, in the event of a cancellation by the Hirer, less than twenty one (21) days' notice is given, the entire fee will be forfeited. This notice of cancellation MUST be in writing.

**9. Disputes**

Council's LEOs can be contacted to resolve park use disputes on 9911 6555. The Hirer shall follow all instructions issued by Council's LEOs.

**10. Disclaimer**

Without prejudice to any legal remedies the Council may have, in the event that a Hirer breaches any of the terms and conditions contained in this document and/or Public Open Space Hire Policy, the Hirer shall insofar as the law permits accept full responsibility and liability (whether in negligence or otherwise) for all loss, damage and/or injury whatsoever resulting directly and/or indirectly from the breach(es).

**11. Rhodes Waterside**

Groups over 150 persons must apply to use Rhodes Waterside Park.  
Fees include approval for the setup of tables/chairs/marquees etc.