

Please complete this form if you are conducting a public event on a Council park, reserve, road or footpath (or part thereof).

IMPORTANT

Booking Form A must be uploaded and submitted as part of a Major Event Application. Click here to submit your application: https://dubboregion.smartygrants.com.au/Major_Event_Applications

BOOKING FORM A |**PARK, RESERVE, ROAD, OR FOOTPATH**

LOCATION			
Name/location of park or reserve			
Name/location of road or footpath			
TIMING			
Event date/s			
Start time			
Finish time			
For access to the location, please enter bump in and bump out details below.			
Bump in date		Bump in time	
Bump out date		Bump out time	
STRUCTURES AND AMENITIES			
Structures	Will you be using pegs that are more than 200mm in length? If so, Council is required to mark underground services (power/water/gas) to avoid risk to persons and property.		<input type="checkbox"/> Yes <input type="checkbox"/> No
Amenities If you need access to amenities located in the vicinity of your event, please indicate location of amenities.			
SERVICES REQUIRED Fees and Charges Apply			
	Y/N	QTY	DETAILS
Additional bins			
Waste collection			
Access to power			
Additional toilet clean			
Other			

BILLING INFORMATION

Applicant name	
Organisation	
ABN	
Postal address	
Email	
Contact phone	

AGREEMENT | TERMS AND CONDITIONS

I have read and agree to the terms and conditions applicable to this booking (refer below)

TERMS AND CONDITIONS

1. Booking dates and times are to be strictly adhered to.
2. The activity being conducted is permitted only at the area stated within the application
3. Parks and gardens are a public space and therefore exclusiveness to an area booked for an event is not guaranteed.
4. Parks and gardens are to be used in the condition they appear (e.g. mowing and maintenance is not carried out for specifically for events but rather on a scheduled roster).
5. Parks and gardens are to be left clean and tidy after use. Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.
6. Council parks and gardens are an alcohol free zone between 9pm and 9am daily, responsible consumption is required.
7. Electric barbeques are available at specific parks free of charge.
8. Council encourages user group to utilise equipment which doesn't require power as only certain parks and garden have power available.
9. No unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.
10. Any unsafe parks or gardens should not be used and reported to Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
11. The user group hiring parks and gardens are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.
12. The use of glass bottles at all parks and reserves is prohibited. It is the responsibility of event organisers to ensure this regulation is enforced.
13. No smoking is permitted around children's playgrounds. It is the responsibility of event organisers to ensure this regulation is enforced.
14. Food items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guard, etc.
15. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.
16. Activity held on footpaths that spare space with commercial businesses must provide a site plan to ensure all activity meets the following criteria:
 - Goods and services cannot be sold within 100m of an existing permanent commercial premise selling the same goods or services.
 - Activity cannot impede or obstruct public spaces and/or restrict pedestrian access to public spaces and businesses. Approval in writing from businesses effected by activity will be required.
 - Activity is to be undertaken a distance of 1.8m away from any kerbside to facilitate pedestrian access. The restricted access also excludes all structures or ropes/weights to secure structures.