

BOOKING FORM
MICRO EVENT APPLICATION
VICTORIA PARK (DUBBO)/CAMERON PARK (WELLINGTON)

Please complete this application if you are:

- *A not-for-profit organisation and you're holding an event/staging an activation that is not expected to attract any more than 50 people at any one time.*

You may also be

- *Providing a BBQ or you will have a food vendor in attendance*
- *Providing community information that will require a small marquee*

This application form must be received by Council at least three weeks prior with all documentation (as set out below – refer terms and conditions) received at least two weeks prior.

All documents must be submitted to regionalevents@dubbo.nsw.gov.au

Hire fees for 2025/2026: Two hours or less: No Charge | Two hours or more: \$108

EVENT	
Name of event	
Brief Description	
Owner of event	
Contact name	
Email	
Mobile	

LOCATION			
Victoria Park, Dubbo		Cameron Park, Wellington	

TIMING			
Event date			
Bump in time		Bump out time	
Start time		Finish time	

No of people expected (includes participants + volunteers + spectators)	
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ACTIVITIES PLANNED						
BBQ	Yes		No			
Food Vendor (please advise name of the vendor)	Yes		No	Vendor		
Marquee	Yes		No	Size		
Other						

POWER AND LIGHTING		
Do you need access to power?	Yes	No

AGREEMENT TERMS AND CONDITIONS
<input type="checkbox"/> I agree to provide the following documents at least <u>two weeks prior</u> to the event: <ul style="list-style-type: none"> Certificate of Currency \$20M Public Liability Insurance Risk Assessment Notification of the name of the food vendor that will be attending
<input type="checkbox"/> I agree to the terms and conditions as outlined below – refer page 3 and 4.

BILLING INFORMATION	
Organisation	
ABN	
Postal address	
Email	
Contact phone	



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TERMS AND CONDITIONS	
If having a marquee, it must be tethered	<ul style="list-style-type: none"> • Pegs to secure your marquee (if applicable) are not permitted to be any longer than 200mm. Sand or water weights are preferred. • Any damage to underground service or Council equipment as a consequence of use of pegs will be charged to the event owner at 'actual cost'.
No Vehicular access	<ul style="list-style-type: none"> • No vehicles are permitted on Victoria Park or Cameron Park. • No parking of vehicles is permitted on any grass area without written Council approval.
Food vendors must be registered	<ul style="list-style-type: none"> • All food vendors must be registered with Dubbo Regional Council. If the food vendor is not a resident of the Dubbo Region LGA, the vendor must be registered with their home council. Refer more information regarding food handling below.
Waste is the responsibility of the event owner	<ul style="list-style-type: none"> • Waste from an event is the responsibility of the event owner. Waste bins provided for use by the community are not to be used by patrons of your event/stallholders/vendors to dispose of waste.
Toilets	<ul style="list-style-type: none"> • Council ensures the toilets are clean and toilet paper replenished during scheduled cleans. It is the responsibility of event organiser to pre-arrange with Council additional cleans (actual cost invoiced to event organiser) or provide their own additional toilet paper, as well as hand wash and paper towel. • Amenities and change rooms are to be left in a clean and tidy condition. All taps should be turned off, lights turned off and rubbish removed.
Cyclic maintenance of open spaces	<ul style="list-style-type: none"> • Open spaces are to be used in the condition they appear (e.g. mowing and maintenance is not carried out specifically for an event but rather on a scheduled roster).
Keys	<ul style="list-style-type: none"> • Should keys be required they are to be collected from Council's Administration Building in Dubbo or Wellington one day prior to the event and returned one day post event. Event organisers will be charged to replace any damaged or lost keys as set out in the Dubbo Regional Council Fees and Charges.

TERMS AND CONDITIONS	
Other	<ul style="list-style-type: none"> In the event of wet weather, Council reserves the right to request that any be relocated to protect the integrity of the park's assets. The venue does not have sufficient lighting for activity after sunset. In the case of wet weather, you are required to have a contingency in place should Council require you to relocate to an alternate venue. An inspection of the park including playgrounds, paths, grassed area, amenities, playing surface etc is to be carried out by the event organiser prior to the commencement of the event to ensure the safety of the open space prior to use. Any problems should be fixed immediately if possible or referred to Council as soon as practical. The event should not commence until any problems are rectified. Any assistance required to be undertaken by the Recreation and Open Space Team for this event / activity outside normal working hours of Monday to Friday 9:00am to 5:00pm, will be charged to the event organiser at the applicable Dubbo Regional Council rates as set out in the Dubbo Regional Council Fees and Charges. Dubbo Regional Council does not take responsibility for any loss or damage to the event organiser infrastructure and equipment associated with their event / activity installed in the park, garden, reserve or sporting facility. All infrastructure and equipment that is on site is at the event organisers own risk. The event organiser agrees to adhere to all reasonable directions or requests given by any authorised officer of Dubbo Regional Council or members of the NSW Police Service. Failure to do so will result in the termination of the booking No smoking is permitted within 10 metres of the children's playground. <p>VICTORIA PARK:</p> <ul style="list-style-type: none"> Vehicular movement is confined to Memorial Drive (the centre road which can be accessed from Talbragar St) Water and sand weights to tether your marquee are preferred. There is an exclusion zone surrounding the War Memorial Cenotaph