

**APPLICATION TO BOOK
DUBBO REGIONAL COUNCIL
TEAMSTERS PARK, WELLINGTON**



To book Dubbo Regional Council - Teamsters Park, Wellington, please read and complete the following application form and submit with the applicable payment to:

Dubbo Regional Council - Wellington Office
Corner Nanima Crescent and Warne Street
Wellington NSW 2820

DETAILS OF PROPOSED USE			
CONTACT DETAILS			
Name			
Postal Address			
Contact Number			
Email			
BOOKING DETAILS			
Park or Garden	Teamsters Park		
Event			
Est. attendance			
Date/s			
Start time		Finish time	
Facilities	<ul style="list-style-type: none"> <input type="checkbox"/> Kitchen <input type="checkbox"/> Toilets <input type="checkbox"/> BBQ <input type="checkbox"/> Tennis Courts <input type="checkbox"/> Sports Lighting 		
Requirements	<ul style="list-style-type: none"> <input type="checkbox"/> Keys (keys are to be picked up from the Dubbo Regional Council - Wellington Office and returned on the next business day. In the case where the keys are not returned the user will be invoiced for the cost to replace the keys) <hr/> <hr/> <hr/>		
PAYMENT DETAILS			
Fees	<input type="checkbox"/> Day Rate: 9am – 5pm (includes kitchen, BBQ, toilets and tennis courts)		FREE
	<input type="checkbox"/> Night Rate: 5pm – 10pm (includes kitchen, BBQ, toilets, tennis courts and lights)		\$52
Payment	<ul style="list-style-type: none"> <input type="checkbox"/> Cheque – Please address all cheques to ‘Dubbo Regional Council’ crossed ‘Not Negotiable’ <input type="checkbox"/> Cash/ Credit Card – Please visit Dubbo Regional Council Wellington Office. No credit card details will be accepted via phone or mail 		

CONDITIONS OF USE

General Conditions

1. Booking dates and times are to be strictly adhered to.
2. Keys are to be picked up from the Dubbo Regional Council – Wellington Office and returned on the next business day. In the case where the keys are not returned the user will be invoiced for the cost to replace the keys
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 weddings 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 cleaning and/or litter control.
6. Cleaning products and equipment is available to aid user groups in leaving the facility clean and tidy.
7. User groups are to ensure tennis nets are put away and all areas locked including tennis courts, service room, kitchen and male and female toilets.
8. Council parks and gardens are an alcohol free zone between 9pm and 9am daily, responsible consumption is required.
9. Council encourages user group to utilise equipment which doesn't require power as only certain parks and garden have power available.
10. It is the responsibility of user groups to have all appliances and electrical cords used on Council grounds tested and tagged in accordance with current Australian standards and regulatory requirements.
11. All marquees and signage erected must receive written approval from council as the marking of underground services may be required at some parks, gardens and sporting facilities and incurs additional charges.
12. No unauthorised vehicles are to be driven or parked on any park, garden or non-defined vehicle area without written approval from Council.
13. For the use of jumping castles in council parks and gardens the provider must have \$20,000,000 public liability insurance to comply and any injury or incident will be the responsibility of the user. Group. Also no pegs are to be used, only weights due to underground services.
14. If user groups wish to engage external vendors/services such as food vans it is the responsibility of the user group to ensure the vendor has the appropriate insurances, risk management plans and adheres to the terms and conditions of use for parks and gardens.
15. 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.
16. 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.

I agree to the terms and conditions of use for Council's Parks and Gardens being met and fulfilled.

Signed: _____ Date: _____

(by typing your name in the signature section you are committing to adhere to Council's terms and conditions)