

PARK, GARDEN OR RESERVE BOOKING APPLICATION

Please complete all fields and return to Dubbo Regional Council via email council@dubbo.nsw.gov.au.
For any further information please contact the Recreation Coordinator on 02 6801 4000.

APPLICANT DETAILS				
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:			
Name/s				
Date of Birth <i>(Optional)</i>				
Address				
Suburb		State		Postcode
Postal Address				
Suburb		State		Postcode
Contact Number				
Email				

BOOKING DETAILS				
Event				
Estimated Attendance				
Start Date		End Date		
Start Time		Finish Time		
Bump In Start Time		Bump Out Finish Time		

PARK, GARDEN OR RESERVE			
<input type="checkbox"/>	Victoria Park <input type="checkbox"/> Rotary Duck Pond <input type="checkbox"/> Rotunda <input type="checkbox"/> Cenotaph <input type="checkbox"/> Skate Park	<input type="checkbox"/>	Cameron Park, Wellington <input type="checkbox"/> Rotunda <input type="checkbox"/> Southern End <input type="checkbox"/> Sunken Garden
<input type="checkbox"/>	Dubbo Regional Botanic Garden <input type="checkbox"/> Shoyen (Japanese Garden) <input type="checkbox"/> Sensory Garden <input type="checkbox"/> Oasis Valley <input type="checkbox"/> Wiradjuri Garden	<input type="checkbox"/>	Wellington Osawana Japanese Gardens
<input type="checkbox"/>	Macquarie Lions Park	<input type="checkbox"/>	Teamsters Park, Wellington

<input type="checkbox"/>	Ollie Robbins Oval	<input type="checkbox"/>	Wise Park, Geurie
<input type="checkbox"/>	Sir Roden Cutler Park	<input type="checkbox"/>	Wongarbon Centenary Park <input type="checkbox"/> Clubhouse Building
<input type="checkbox"/>	Sandy Beach	<input type="checkbox"/>	Moxon Park, Stuart Town
<input type="checkbox"/>	Tracker Riley	<input type="checkbox"/>	Mumbil Oval
<input type="checkbox"/>	Other:		

ADDITIONAL REQUIREMENTS

Additional Costs may be incurred for the following services

<input type="checkbox"/>	Amenities	<input type="checkbox"/>	Rubbish bins – no. required:	
<input type="checkbox"/>	Additional cleaning of amenities	<input type="checkbox"/>	Access to power (limited availability)	
<input type="checkbox"/>	Mark out of Underground Services (if pegs to be used are longer than 200mm)			
<input type="checkbox"/>	Litter Control			
<input type="checkbox"/>	Other (barrier boards, water barriers etc.)			

SUPPORTING DOCUMENTATION REQUIRED

Public Liability Insurance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Certificate of Currency must be attached
Risk Management Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Risk Management Plan must be attached
COVID Safety Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of COVID Safety Plan must be attached

TERMS AND CONDITIONS OF USE

Failure to comply with these conditions could result in the withdrawal of future approvals, the recovery of costs and/or the institution of legal action.

General Conditions – By signing this application the applicant acknowledges and accepts all terms and conditions

- This Parks, Gardens and Reserve Booking is issued subject to the event organiser meeting the conditions of approval and obtaining all necessary approvals of Dubbo Regional Council and any other relevant authority.
- Booking dates, times, venues, the Conditions of Use for Dubbo Regional Council Parks, Garden and Reserves and compliance with COVID-19 NSW and Federal current advice / regulations. Public Health Orders must be adhered to at all times. Should an event organiser not comply, the discretion will be referred to the Recreation and Open Space Team for review and may have implications on future bookings.
- Event organisers must ensure that Dubbo Regional Council is notified in writing of any changes/cancellations to the application.
- Parks, gardens and reserves are a public space and therefore exclusiveness to an area booked for an event is not guaranteed.
- Dubbo Regional Council's Public Liability Insurance Policy covers the respective rights and liabilities of the Dubbo Regional Council and its agents but does not cover any negligence attributable to the event organiser or person acting on the event organiser behalf. Accordingly, Dubbo Regional Council is to be indemnified for \$20 million against any claims for liability connected with the hirer's use and control of the area. A copy of the Licensee Public Liability Insurance Policy with specific cross liability clause inserted is to be submitted to Dubbo Regional Council prior to the event /activity with the Application Form.
- Event organisers are responsible for conducting their own risk assessment of Council's Parks, Garden and Reserves prior to an event and provide a Risk Management Plan to Council at least 4 weeks prior to the event.
- 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.

8. An inspection of the park, garden or reserve including playgrounds, paths, grassed area, amenities 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.
9. Should keys be required they are to be collected from Council's Administration Building 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.
10. Event organisers must remove all equipment (either privately owned or hired from a third party,) temporary structures, signage and waste from the park, garden or reserve at the conclusion of the event/ activity.
11. 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 or reserve. All infrastructure and equipment that is on site is at the event organisers own risk.
12. The event organisers 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
13. No vehicles are to be driven on any park, garden, reserve or non-defined vehicle areas without written approval from Council.
14. No parking of vehicles is permitted on any grass area without written council approval.
15. Event organisers are responsible for ensuring that suitable arrangements are made for access by emergency vehicles (e.g. Police, Fire Brigade and Ambulance).
16. All marquees, jumping castles and signage erected must adhere to the Council's Peg Policy for Sporting Grounds, Parks and Garden. This includes the use of star pickets or pegs bigger than 5mm wide and 200mm long not being permitted. Written approval from Council is required for marquees, jumping castles or signage that is outside the Peg Policy as the marking of underground services may be required and incurs additional charges.
17. Approval for amusement devices and animal shows/pony rides must be made through Dubbo Regional Council by submitting an Event Application Form. It is the event organiser's responsibility to have a copy of the current certificate of currency for public liability insurance from the providers of the amusements.
18. Event organisers must not erect, display, affix or exhibit any sign, advertisement, name, notice or hoarding on the park, garden or reserve without the prior approval in writing to Dubbo Regional Council.
19. No smoking is permitted within parks, gardens or reserves. It is the responsibility of event organisers to ensure that all spectators attending abide by this regulation.

PARK, GARDEN AND RESERVE CLOSURE CONDITIONS:

1. Dubbo Regional Council reserves the right to prohibit the use of any park, garden or reserve in the event of heavy rain, in times of drought, or where damage is likely to be caused.
2. Any excessive damage caused to a park, garden or reserve from inappropriate use is the responsibility of the event organiser. Dubbo Regional Council will invoice the event organiser for all damage caused to the park, garden or reserve.

SALES AND CONSUMPTION OF ALCOHOL:

1. Council, parks, gardens and reserves are alcohol free zones between 9pm and 9am daily, responsible consumption is required.
2. For the sale of liquor at the event / activity at a park, garden or reserve, the event organiser must apply to the Department of Gaming and Racing for a temporary or permanent function licence. A temporary function licence can be granted for up to three functions per year.
3. If the Licensee would like to sell liquor at more than three functions per year, a permanent function licence must be obtained. The application should be lodged with the nearest Licensing Court registry at least 28 days (temporary function) or six weeks (permanent function) prior to the first function. A copy of the application must be provided to Dubbo Regional Council and the Commander of the nearest police station within three working days of the application being lodged with the Court. Please note: under the Liquor Act, unlicensed sale of alcohol can incur fines. Under the Liquor Act a person shall not give or sell alcohol to a person under the age of 18 (fines apply). The Department of Gaming and Racing has imposed mandatory requirements for RSA (Responsible Service of Alcohol) training for volunteers (this means anyone who serves alcohol from canteens or serves alcohol at any function). As from 1 July 2004, all casual or volunteer members involved in the sale, supply or service of liquor must hold a recognised RSA certificate.

ELECTRICAL CONDITIONS:

1. Council encourages event organisers to utilise equipment which doesn't require power as only certain parks and gardens have power available.
2. The event organiser is required to pay the cost of any 'call out' necessary to reinstate power at the venue due to a power overload. At no time shall any power outlets or electrical switchboards be changed, upgraded or modified in any way.
3. It is the responsibility of event organisers to have all appliances and electrical cords used on Council parks, gardens and reserves tested and tagged in accordance with current Australian standards and regulatory requirements.
4. The following conditions apply for operating procedures for SINGLE PHASE 240 VOLTAGE POWER SUPPLY:
 - a) The flexible extension lead supplying the device shall be of the heavy duty sheathed type and have a minimum current carrying capacity of fifteen (15) amps.

- b) After the flexible extension lead is connected to the power outlet in the switchboard and supported in an appropriate manner at a minimum height of two point four (2.4) meters and a maximum span of ten (10) meters.
- c) The flexible cable shall be anchored at the device and shall not enter the device from the top.
5. The following conditions apply for operating procedures for THREE PHASE 415 VOLT POWER SUPPLY:
 - a) The flexible extension lead supplying the device shall be of the heavy duty sheathed type and have a minimum current capacity of fifteen (15) amps.
 - b) After the flexible extension lead is connected to the power outlet in the switchboard and supported in an appropriate manner at a minimum height of two point four (2.4) meters and a maximum span of ten (10) meters.
 - c) For three phase power supplies the user is required to provide a suitable earth leakage circuit breaker at the source of power i.e. to provide protection of the supplying flexible lead and the connection apparatus.

AMPLIFIED SOUND CONDITIONS:

1. Sound amplification equipment used must be installed and maintained to minimise the noise impact on residential premises.
2. All amplified sound including test being restricted to between 8.00am and 10pm. No musical entertainment or amplified sound, including sound check's, are to be carried out outside these times.

SUPPLY OF FOOD:

1. All food businesses shall comply with the Food Safety Standards, Chapter 3 of the Food Standards Code. Dubbo Regional Council recommends the user groups distribute copies of Food Handling Guidelines for Temporary Events to all food businesses participating. Copies of the code can be found of the NSW Food Authority's web site at <http://www.foodauthority.nsw.gov.au/retail/markets-and-temporary-events>
2. If event organisers wish to engage external vendors/services such as food vans it is the responsibility of the event organiser to ensure the vendor has the appropriate insurances, risk management plans, food handling qualifications and adheres to the terms and conditions of use for parks, gardens and reserves.
3. Event organisers agree that canned beverages only are allowed to be taken onto the parks, gardens and reserves. All food and beverages are to be served in plastic containers.
4. The event organiser must ensure all waste generated is appropriately contained and disposed of via an approved waste contractor or to sewer.

Advisory Note: Food inspections by Environmental Health Officer's will be conducted on a risk basis.

AMENITIES:

1. Council ensures the toilets are clean and toilet paper replenished during scheduled cleans. It is the responsibility of event organisers to pre-arrange with Council additional cleans (actual cost invoiced to event organiser) or provide their own additional toilet paper if required, as well as hand wash and paper towel, should they wish to do so.
2. Amenities blocks are to be left in a clean and tidy condition. All taps should be turned off, lights turned off and doors locked.

WASTE MANAGEMENT CONDITIONS:

1. Event organisers are not permitted to use existing park, garden or reserve bins, which are required to accommodate general public use. The event organiser can opt to either use a Private Waste Contractor or the service available under Dubbo Regional Council (fees and charges apply)
2. All parks, gardens and reserves are to be left in a clean, tidy and litter-free condition at the completion of the event / activity
3. Any additional cleaning or waste removal that is required to be undertaken by Dubbo Regional Council will be charged to the event organiser at the applicable 'actual cost' as applicable in the Dubbo Regional Council Fees and Charges.
4. Event organiser are to remove all excess rubbish and any additional bins are to be placed in the car park or on the roadside for collection post event/activity.

TRAFFIC MANAGEMENT

1. Event that require the use or closure of a public road or potentially has an effect on local roads will be required to complete a Dubbo Regional Council Event Application Form and provide a Traffic Management Plan. Applications are assessed by the Dubbo Regional Local Traffic Committee which meet monthly.

FAULTS, DAMAGES AND REPORTING:

1. Any unsafe parks, gardens or reserves should not be used and reported to Council immediately via the Council after hour's service on 6801 4000. Calls are logged using this service, and allocated to staff so appropriate inspections and work can be carried out to ensure faults are fixed.
2. If an event organiser reports a fault during their event and it turns out to be caused by the event organiser negligence or misuse, then the event organiser will be invoiced for the 'actual costs' for fixing the fault. For example a typical problem is the overloading of circuits which requires an electrical contractor call out.
3. Event organisers hiring parks, gardens or reserves are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.

FEES AND CHARGES:

1. Event organisers must pay any hire fees and any other reasonable costs incurred, in accordance with the Dubbo Regional Council Fees and Charges.

AMENDMENT / TERMINATION OF AGREEMENT:

This Agreement is valid for parks, gardens and reserves for the area, purpose, day and time specified and the booking and may only be amended or supplemented in writing and signed by the Dubbo Regional Council. Council reserves the right to withdraw this booking for any date(s) on giving one month's notice of its intention to do so.

APPLICANT SIGNATURE

Name	
Signature	
Date	

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au