

## EVENT APPLICATION PROCESS AND INFORMATION

- You may use this form to apply to use Council owned or managed land including parks, sportsgrounds and venues in the City of Orange for private events including weddings and social events.
- Hire fees may apply dependent on the nature of your event and other requested venue. Please contact Council's City Presentation section on (02) 6393 8237 or (02) 6393 8206 to verify such fees.
- Prior to completing this application form, please ensure that you have contacted Council's City Presentation section on (02) 6393 8237 or (02) 6393 8206 to make a tentative booking at least 21 days prior to proposed event.
- The application form must be completed and returned to Council with full payment within two weeks of making the tentative booking or the booking may be cancelled.

### Insurance

- Council will assess if you are eligible for coverage under Council's Casual Hirer's Public Liability Insurance. If there is a claim against this policy you will be liable for the claim deductible (excess) amount of \$2,500.
- If not eligible for coverage under Council's Casual Hirer's Public Liability Insurance, you must provide a Certificate of Currency of Public Liability Insurance to a minimum of \$20 million and noting Orange City Council as an interested party. Insurers must be Australian Prudential Regulation Authority (APRA) approved.

### Privacy and personal information protection notice

- The supply of information by you is voluntary. The personal information requested in this application will be used for processing your application. If details are not provided, your application may not be processed.

## OFFICE USE ONLY

Type	Receipt number
Date	Application number
Amount paid	File number
Document number	

## APPLICANT DETAILS

Name:

Organisation (if applicable):

Address:

Phone:

Mobile:

Email:

## EVENT DETAILS

### VENUE DETAILS

Intended location:

Address:

Area required:

### ACTIVITY DETAILS

Nature of activity (eg, wedding, birthday party, sporting event):

Date(s) of activity:

Estimated number of people attending:

Start time:

Finish time:

Ceremony time: (if applicable)

Details of activity to be carried out (eg, pony rides, jumping castle, entertainment):

# CASUAL HIRER'S INSURANCE CHECKLIST

Orange City Council's Casual Hirer's Insurance Policy is to a value of \$10 million and exists in order to cover Casual Hirers using Council owned or managed land.

A Casual Hirer is any person or group of persons that:

**YES**

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Is not, or does not represent an incorporated body

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Is hiring the venue for non-commercial or non-profit making purposes.

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Acknowledges that they are hiring the Council owned or managed land less frequently than once per calendar month or 12 times per calendar year

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In the event that Orange City Council is not satisfied that the applicant meets the criteria above, the information will be provided to Orange City Council's Insurer for determination of the matter.

If the applicant does not qualify as a Casual Hirer, they will be required to obtain and provide a Certificate of Currency of Public Liability Insurance as outlined on page 1.

## TERMS AND CONDITIONS

- All areas are to be left in a clean and tidy condition. Should the venue be left in an unsatisfactory condition, Council will arrange for contractors to clean the venue, the cost of which shall be met by the applicant.
- Applicants must undertake a safety inspection of the site prior to the start of the booking to ensure that the venue is fit for use for its intended purpose. Should the venue be declared unfit for use, contact shall be made immediately with Orange City Council on (02) 6393 8000 or after hours on 1300 650 511.
- Applicants shall not do or leave undone or permit to be done or left undone anything, which might affect Council insurance policies relating to fire or public risk at the venue.
- All due care will be taken to protect the interests of all persons involved in the event.
- All marquees must be maintained in a fit and proper condition to ensure that they are safe for use.
- All structures shall be suitably anchored to the ground.
- No motor vehicles (including motor cycles) will be permitted within Council parks/reserves without prior permission.
- Additional barbeques can be brought to the site however barbeques must be fitted with drip trays.
- In the circumstances of a total fire ban being in place on the day of the event, Council requires that you observe all provisions attaching to the total ban.
- The use of a stereo system is permitted provided the noise intrusion of the activity does not exceed 5dB(A) above background noise when measured at the nearest property boundary.
- If eligible for coverage under Council's Casual Hirers' Insurance Policy, the applicant acknowledges that they are responsible for the claim excess of \$2,500 (as applicable) per claim.
- All care shall be taken that plants, trees and structures shall not be damaged, this includes person are not permitted to pick flowers, walk within garden beds or tie items to trees or the like. Should Council staff be required to rectify damage caused as the result of your event you will be charged cost plus 100% for restoration works.
- The applicant acknowledges and accepts the above terms and conditions.

**Signature**

**Name (BLOCK LETTERS)**

**Date**