



If you need help lodging your form, contact us		Office use only																					
Email	openspacebookings@northernbeaches.nsw.gov.au	Form ID	4155																				
Phone	1300 434 434	TRIM Ref																					
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated November 2021																				
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit Parks and Recreation																				
		Application No.	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
		Receipt No.																					

Privacy Protection Notice	
Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information

This form can be used by any registered charity or community organisation that wishes to book an approved street stall location for the purpose of raising awareness or funds within the community.

Part 1: Contact Details

It is important that we are able to contact you if we need more information. Please give us as much detail possible				
Title	Mr	Mrs	Ms	Other
Applicant name				
Organisation				
Business Address				
Suburb			Postcode	
Phone number			Alternate	
Mobile number				
Email				
Type of association/organisation	charity	non-profit	commercial	

Part 2: Activity Details

Purpose of your activity		
Type of street stall	Food/Beverage	
	Merchandise	
	Other (please specify)	

Part 3: Booking Details

Activity date/s		
Activity Times (maximum duration 8am – 4pm per day)		
Select the commercial centre street stall		
Avalon Village A 74 Old Barrenjoey Rd, Avalon (Outside Woolworths)	Killarney Heights Shopping Centre Tramore Pl, Killarney Heights	
Avalon Village B 51 Old Barrenjoey Rd, Avalon (Outside Bakers Delight)	Manly Corso A 58 Manly Corso, (Next to the Fig tree, on northern or southern side)	
Dee Why Town Centre - Redman Road Plaza Redman Rd, Dee Why (opposite Godfreys)	Mona Vale Village A Cnr Waratah & Bungan Streets, Mona Vale	
Dee Why Town Centre - Triangle Park North Howard Ave, Dee Why	Mona Vale Village B 1 Park St, Mona Vale (Outside Mona Vale Memorial Hall)	
Forestville Town Centre The Centre, Forestville	Mona Vale Village C 1 Park St, Mona Vale (Outside Mona Vale Library)	
Freshwater Village Plaza 1 Moore Rd, Freshwater (Outside near trees)	Newport Village A 381 Barrenjoey Rd, Newport (Outside Coles)	

Part 4: Booking Information and Conditions

<ul style="list-style-type: none"> A booking fee and other charges will be set in line with Northern Beaches Council Fees and Charges. Any changes to firmed (finalised) booking may be subject to an administration fee. Each application will be assessed individually and an invoice and set of conditions issued. All fees are payable prior to the event and failure to do so may result in cancellation of this event. Cancellation fees and refunds are as per the adopted Northern Beaches Council fees and charge The purpose of the activity is for raising funds and awareness for a registered charity or community organisation. All applications must be accompanied by a current Charitable Fundraising Authority issued by the New South Wales Office of Liquor, Gaming and Racing. If a professional fund raising organisation (PFO) or individual is raising funds on behalf of a charity, the charity must supply a letter (on official charity organisation letterhead) stating they have engaged the PFO or individual to perform fundraising activities on their behalf and that all proceeds will go to the respective charity or approved community organisation. This must be submitted with the application. Your organisation is to effect, at its own cost, Public Liability Insurance for a cover not less than twenty million dollars (\$20,000,000) for each claim in the names of Council as owners and your organisation as occupiers of the area concerned as to their respective rights and liabilities. Please forward a copy of the policy with this application. It is the responsibility of the Hirer to make sure any external contractors or third parties involved in this event have the appropriate and current insurances and qualifications. All persons and groups engaged by the Hirer in connection with the booking must be made aware of and comply with the terms and conditions of this agreement Access times to site are between 8am – 4pm each approved day Use of Manly Corso areas are limited to once (1) per month for any one organisation with a maximum of three (3) activities per year between Monday – Saturday

Part 4: Booking Information and Conditions cont.

- Use of all other sites are limited to two (2) per month, per location for any one organisation with a maximum of four (4) activities per year between Monday – Saturday.
- That no undue inconvenience is caused to other business or the general public stall holders must ensure all infrastructure (tables, chairs, umbrella, etc.) be positioned with a minimum width of 2m from signposts, rubbish bins, free surrounds, other raised infrastructure etc. Permission from Council must be sought to erect any other large marquee or structures.
- No goods are to be sold which would be in direct competition with existing shopkeepers. Home-made food and hand-made goods i.e. embroidered, knitted, crochet work or similar are acceptable. The advertising or promotion of alcoholic or tobacco products is prohibited.
- Political material of any description must not be displayed or distributed in connection with any charity/community group activity. The distribution of any printed material (flyers, etc) is prohibited.
- No vehicles are permitted on Council's commercial centres. Please contact Open Space Bookings Officer should vehicle access be required for loading or unloading.
- All noise and especially any amplification systems being maintained of a character which is not "offensive" as defined by the Protection of the Environment Operations Act 1997.
- The use of PA systems, generators, stalls, amusements and fireworks are prohibited unless prior written approval is obtained from Council.
- Subletting or reallocating the use of the reserve and its related facilities is not permitted
- All areas must be left in a clean and tidy condition and no damage caused. Should it be necessary to conduct additional cleaning or maintenance as a result of your use, you will be invoiced accordingly
- A copy of your booking approval must be displayed in such a way as to be clearly visible to the public or Council Officer.

Part 5: Checklist and Declaration

The processing of your application may be delayed if any of the required documents or information is not included with this application.

Public Liability Insurance attached	Yes	N/A
Charitable Fundraising Authority attached	Yes	N/A
An official letterhead stating that fundraising proceeds will go to this charitable organisation	Yes	N/A
Proof of not-for-profit or charity status attached	Yes	N/A

Part 6: Indemnity

Name of applicant			
	<p>holds Northern Beaches Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.</p> <p>I confirm that the details in this application are correct and in signing this form I acknowledge that I have read and accepted the hire conditions as listed above.</p>		
Signature			
Position in organisation		Date	