



If you need help lodging your form, contact us		Office use only	
Email	openspacebookings@northernbeaches.nsw.gov.au	Form ID	4011
Phone	1300 434 434	TRIM Ref	C001041
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 August 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.	
		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

Booking Information and Conditions	
Please use this form to request a booking on a Council Reserve for small events and gatherings. This may include christenings, birthday parties, social gatherings etc. If your event is a fair, fete, circus, concert, fun run or walk or it involves markets or has over 1000 people at the one venue please complete a Major Event application form.	

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			
Family name			
Full given names (no initials or A.C.N)			
Name of association/ organisation			
Type of association/ organisation	Private/ Commercial	Community/ Not for profit/ Charitable	
Postal address			
Suburb		Postcode	
Phone number		Alternate	
Mobile number			
Email			

Part 2: Booking Details

Please complete one form per reserve or park			
Venue/ site requested			
Dates required <i>(only include days needed)</i>			
Time required access to site	am/pm	Time activity starts	am/pm
Time will vacate site	am/pm	Time activity finishes	am/pm
No. of participant per day (approx)		No. of spectators per day (approx)	
No. of staff/ officials per day (approx)		No. of people per day (approx)	
Age groups	Adults	Children	Both
Age range	-	-	-

Part 3: Request Details

Activity Details (Please provide details of what the sportsground or reserve will be used for):			
Do you require access to toilets?	Yes	No	
Do vehicles need to access the field?	Yes	No	
Will you be selling food? (If yes please provide details)	Yes	No	
Will there be any other food provided on site? (If yes please provide details)	Yes	No	
Will you use a PA system / music?	Yes	No	
Will there be any structures - stages/tents/marquees etc? (Attach plan)	Yes	No	
Do you need floodlights? If so what time? (from - to)	Yes	No	am/pm - am/pm
Will you require extra bins? (There will be an additional charge)	Yes	No	How many
Will you use a generator?	Yes	No	
Will you need any road / car park/ footpath closures? (If yes please provide details)	Yes	No	
Will there be any fireworks?	Yes	No	Will there be any amusement devices? Yes No
Please provide details of the safety measures and precautions being taken at your activity. (Attach any other additional information including a risk management safety plan if relevant).			
Please provide any additional details that may assist in assessing your request for use of this reserve			

Part 28: Fees and Charges

- 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 charges.
- Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's reserves.
- 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.
- Please contact the Open Space Bookings Team if additional bins are required. An additional fee will be added to the invoice.
- 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.
- Your organisation is responsible for taking all necessary precautions to ensure the safety of participants and spectators. Where applicable, first aid must be available for participants and spectators of the event.
- Your organisation is responsible to undertake a risk assessment of the venue prior to use and determine if it is fit for the intended use. Appropriate action should be taken to remove and/or rectify any risks; if a risk cannot be nullified the area is not to be used. Council should be notified of any relevant risks as soon as possible. Your organisation is responsible to continue monitoring the venue while on site.
- Council reserves the right to close a sportsground or reserve due to wet weather or other ground conditions, hirers are asked to 'Check Sportsfield Status' by checking the website via <http://www.northernbeaches.nsw.gov.au/>
- Glass bottles are not to be sold or distributed due to issues associated with broken glass.
- Restrictions and/ or special conditions may apply to certain venues. Please contact Open Space Bookings Team to check prior to booking.
- That no undue inconvenience is caused to other users of the reserve. All tents and marquees are positioned so as not to inconvenience or pose any risk to the general public. Restrictions on marquees and structures may apply to certain locations. Permission from Council must be sought to erect any other large marquee or structure.
- All electrical leads and appliances must be tested and tagged in accordance with Workcover regulations. All leads must be protected from earth leakage by the installation of Residual Current Devices (RCD) and must be laid in accordance with Workcover legislations.
- An inspection may be required by a qualified Electrician prior to the start of operations to ensure the site complies with all Workcover regulations.
- It is the responsibility of your organisation to contact the Open Space Bookings Team to confirm any special requirements and to ascertain provision of facilities, including line marking, accessibility to toilets and goal posts prior to the event. A bond will be required to obtain a key for access to a toilet or amenity building.
- If a key is not collected for the toilets, where relevant, prior to your booking and a Council Officer has to attend on the day of your booking to open the toilets, a fee of \$100 may apply.
- The hirer must comply with all Council requirements which may be displayed on signage erected at Council's reserves. Penalties may apply for breaches of such signage.
- Alcohol Free Zones and Alcohol Prohibited Areas exist in many areas throughout Northern Beaches. Please refer to Council's website for restrictions.
- It is recommended that hirers use Council provided BBQ facilities where available. Portable above ground gas barbecues may be used however they are not to be used on sportsfield playing surfaces. Use of any BBQ is subject to current fire restrictions, refer to www.rfs.nsw.gov.au for up to date fire restriction information.
- No vehicles other than those approved by Council are permitted on Council's reserves. Please contact Open Space Bookings Officer should vehicle access be required.
- A separate fee will be charged to cover floodlighting costs as per Northern Beaches Council Fees and Charges. Your organisation will be invoiced accordingly.
- 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.

I acknowledge that I have read and accepted the hire conditions listed above.

Applicant name			
Signature		Date	

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 Indemnity attached	Yes	N/A		
Site plan attached	Yes	N/A	Safety plan attached	Yes N/A

Part 6: Indemnity

Name of applicant				
	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. 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.			
Signature				
Position in organisation		Date		