

Application for Hire



Approval is required for all activities and events on Council reserves, open space or in Council buildings.

Please complete this 'Application for Hire' with as much detail as possible for the event. The Town will contact you if further information is required.

Applicants Details

Organisation: _____ Not For Profit Yes No

Applicants Name: _____

Address: _____

Postal Address: _____

Phone: (Wk) _____ (Hm) _____ (M) _____

E-mail: _____ Fax: _____

Contact on event day: _____ Ph: _____

Event Details

Event Name: _____ Anticipated Number of Attendees: _____

Please Note: Events with over 5000 patrons will be required to provide the Town with a Risk Management Plan.

Location:

McCallum Park Taylor Reserve G O Edwards Park G O Edwards Gazebo

Charles Patterson Other Reserve, please specify: _____

Event Date: ____/____/____ Start Time: _____ End Time: _____

Setup Date: ____/____/____ Start Time: _____ End Time: _____

Dismantle Date: ____/____/____ Start Time: _____ End Time: _____

Nature of event or activity:

Concert/Festival Community/Fundraising Overflow Parking Run/Walk

Expo/Demonstration Other, please specify: _____

Facilities Required:

Please Note: Depending on the Reserve and numbers of attendees additional toilets may be required, and a fee may apply.

Toilets Yes No

The following facilities are only available on Active Reserves:

Social Rooms Change Rooms Cricket Pitch Soccer Pitch

Football Oval Floodlights Hours Required: _____

Permits, Bonds and additional hire conditions may be required for the following:

- Do you wish to consume alcohol at the event? Yes No
- Will food or drinks be sold or served at the event? Yes No
- Are there any children's/adults' rides at the event? Yes No
- Are there any animals involved in the event: rides or on show? Yes No
- Do you require vehicle access to the reserve? Yes No
- Do you wish to erect any temporary structures, such as tents, marquees, enclosures or spectator stands? Yes No

If you have ticked **No to all of the above** please read, complete and sign the last page.

If you have ticked **Yes to any of the above** please complete the 'Further Information Required' section of this application.

Further Information Required:

1. **Do you wish to consume or sell alcohol at the event** Yes No
If Yes, please refer to Alcohol Consumption Conditions
2. **Will food or drinks be sold or served at the event?** Yes No
If Yes, please refer to Food Service Conditions
3. **Do you require the use of the Town's power supply?** Yes No
If Yes, charges will apply
4. **Will you be using your own generator?** Yes No
If Yes, please refer to Engineering and Electrical Compliance Conditions
5. **Do you require the use of the Town's water supply?** Yes No
If Yes, charges may apply
6. **Are there any animals involved in the event?** Yes No
e.g rides or on show

If Yes, please specify: _____

Please refer to Bonds, Engineering and Electrical Certification, and Public Liability Insurance Conditions

7. **Do you wish to erect any temporary structures:** Yes No

If Yes, please specify:

Marquees >55m² Tents with pegs >30cm Stage/ Lighting Towers

Fencing Spectator Stands Advertising Banners

Other, please specify: _____

Please refer to Bonds, Engineering and Electrical Compliance Conditions

8. Do you require vehicle access onto the reserve? Yes No

If **Yes**, and applicable, please provide/attach any parking arrangement details (including parking and traffic management plans).

Please refer to Bonds, Vehicle Access to Reserves, and Road Closure and Overflow Parking Conditions

9. What is your waste management strategy?

Utilise the bins on the reserve Take the litter/rubbish offsite after hire period

Hire bins, from the Town, please note that charges will apply

Hire bins, supplied by other contractor please supply contractors details:

Waste Management Plan (Please attach)

10. Will there be entertainment provided at the event? Yes No

If **Yes**, please specify

Live Bands Amplified Music (DJ, Juke Box) Amusement rides/Activities

Other, please specify: _____

Please refer to Bonds, Public Liability insurance, Noise and Vehicle Access Conditions

11. Do you intend to hold a fireworks or pyrotechnics display at this event?

Yes No

Please Note: Firework or Pyrotechnic displays must be approved by Council.
Please refer to Fireworks and Pyrotechnics Conditions

12. Does your event require a Temporary or Partial Road Closure? Yes No

If **Yes**, please provide a detailed Traffic Management Plan including road closure points and other relevant information. The Town **will not** authorise Road Closures or Partial Closures without a Traffic Management Plan.

13. Are you using the Swan River for your event? Yes No

If **Yes**, Approval from Swan River Trust may be required.

14. Could your event possibly disrupt local residents in any way? Yes No

e.g traffic flow, ability to access parking, noise etc

If **Yes**, please indicate how you will reduce disruptions

Please Note: Depending on the size of the event and the possible disruption to local residents, the Town may notify residents with a letter, a fee will apply.
Please refer to Residents Notification Conditions

Public Liability Insurance:

The Town requires that all organisations, incorporated community groups and school's using Council's reserves and facilities supply Council with a current copy of insurance Certificate of Currency for public liability to the value of \$10,000,000 (ten million dollars).

Copy Attached

Yes

No

NA

Disability Access and Inclusion:

1. The Town of Victoria Park has a statutory requirement under the Disability Services Act 1993 to ensure that access to buildings and facilities is equitable to people with disabilities
2. It is a 'Condition of Hire' that casual users ensure that disability access is maintained at all times.
3. The Town's Disability Access and Inclusion Plan 2008 - June 2013 can be viewed on the Town's website at www.vicpark.wa.gov.au under Community Services - *Disability Services*.

The Town of Victoria Park endeavours to provide universally accessible and inclusive services and facilities for all people within the community.

I have read the Disability Access conditions and will ensure that disability access is maintained.

Yes No

Acceptance of Booking Conditions

I _____

agree that the above information provided is correct, and I have read and understood the Town of Victoria Park's 'Reserve Hire Conditions of Hire'.

Signature of applicant:

_____ Date: ____/____/____

Please return the completed application to the Town with any required document to enable your event to be approved.

Return to:

Town of Victoria Park, Locked Bag 437, Victoria Park WA 6979

Phone: 08 9311 8111 Fax: 08 9311 8181

Web: www.vicpark.wa.gov.au

email: admin@vicpark.wa.gov.au