

INCLUSION APPLICATION

Non-Commercial Activity with 1 inclusion & less than 300 people attending

- Please read our Terms & Conditions before completing this form
- Please read our Entertainment & Other Inclusions Policy before completing this form
- Bookings can only be confirmed a maximum of 3 months in advance



Western Sydney Parklands

1. APPLICANT'S DETAILS			
Organisation (if applicable)			
Contact Person			
Mailing Address	Street		
	Suburb	State	Postcode
Contact Details	Mobile	Email	
eNewsletter	Please email me information about Western Sydney Parklands events and activities Yes No		
2. FUNCTION DETAILS			
Supply all the details for your function to ensure prompt processing of your application.			
Type (e.g. birthday party, picnic etc)			
Day and date	Day	Date	
Time	Start Time	End Time	
Estimated attendance			
Shelter	Acacia	Bung	Additional Shelter
3. ENTERTAINMENT AND OTHER INCLUSIONS			
Supply details of any of any items you are planning to use at your function. These items can only be used with the prior written approval from the Trust. A bond of \$330 will apply to all bookings that have approval to have entertainment and other inclusions at their function. An approved item will attract a \$80 fee that is payable in addition to the site hire fee and bond.			
Inclusion Type (you may only select 1 item)	Amusement Catering	Soft Play Hire Signage	DJ / Amplified Music / Band Petting Zoo / Reptile Display
Inclusion Description (e.g. Jumping Castle, Petting Zoo, Food Truck etc)			
Inclusion Size (provide details of the size of the item or the area required to use the item)			
Vehicle Access Required (e.g. 1 x car and trailer arriving at 10am and departing at 3pm)	<input type="checkbox"/> No <input type="checkbox"/> Yes Number of Vehicles: _____ Type of Vehicles: _____ Time Vehicle Access Required: _____		
4. USE OF GENERATORS			
Generators	Will you be using a generator: <input type="checkbox"/> No Yes (provide details below) Number: _____ Generator Make: _____ Generator Voltage: _____		

Email completed application to bookings@wspt.nsw.gov.au

5. PUBLIC LIABILITY INSURANCE

All bookings made by an Organisation must supply a copy of their Certificate of Currency for Public Liability Insurance with coverage for at least \$A10,000,000 that is valid at the time of the event.

Public Liability Insurance	Copy of Public Liability Insurance emailed with application?	YES	NO
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I understand that use of Western Sydney Parklands facilities is subject to the Terms and Conditions of Hire. I agree that as a condition of hiring a shelter and using the Parklands, I must abide by the terms and conditions, *Western Sydney Parklands Regulation 2019* and any reasonable requests of an Authorised Trust Officer and failure to comply may result in the cancellation, refusal or alteration of my shelter hire at the discretion of the Trust.

I have read and understood the Entertainment and Other Inclusions Policy and agree to adhere to the conditions and terms of this policy.

I acknowledge that if my application is approved, I will use the park in accordance with the terms and conditions or any reasonable request from an Authorised Trust Officer.

Applicants Signature:	Date:
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