



# Application for Venue Hire

## Community, Not For Profit, Commercial or Private

### Event (less than 1,000 people)

Please note that bookings must be made a minimum of 6 weeks in advance

|  |   |                |      |
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| Preferred Venue:   |   |                |      |
| <b>Applicant</b>   |   |                |      |
| Organisation (if applicable)   |   |                | ABN: |
| Description of organisation (e.g. Not for Profit, Community Organisation, Corporate etc) |   |                |      |
| Contact person   |   |                |      |
| Position   |   |                |      |
| Postal address   |   |                |      |
| Contact numbers  | Mobile:   | Other:         | Fax: |
|  | Email:  |                |      |
| <b>Organisation/person to be invoiced if not as above:</b>                               |   |                |      |
| Please provide details:  |   |                |      |
| <b>Event details</b>   | <b>Please provide details of proposed event (if necessary attach additional information)</b>                      |                |      |
| Event name   |   |                |      |
| Event description (eg awards presentation, community celebration)                        |   |                |      |
| Event day and date   |   |                |      |
| Event time (events can only be held during Parklands normal opening hours)               | From:   | To:            |      |
|  |   |                |      |
| Bump-in date (if applicable)   | Date:   | Time:          |      |
|  |   | From:          | To:  |
| Bump-out date (if applicable)  | Date:   | Time:          |      |
|  |   | From:          | To:  |
| Estimated attendance   |   |                |      |
| Event history  | Has this event been held before? <input type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, where?       |                |      |
| <b>Entertainment and other inclusions</b>  | <b>Please supply details of any of the following planned for your event</b>                                       |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Stalls (please provide numbers)   |                |      |
|  | Commercial  | Non-commercial |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Animals/mobile zoo (please provide details)   |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Amusements (rides etc) (please provide numbers and details)   |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Amplified music/musical instruments/pa system (please provide details)  |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Structures (stages, marquees etc) (please provide details including numbers and dimensions)                       |                |      |
| <b>Sale of food/beverage</b>   | <b>Will food and/or beverages be sold at your event?</b>  |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | If "Yes", you will need to provide proof of Food Authority Notification.  |                |      |
| <input type="checkbox"/> YES <input type="checkbox"/> NO                                 | Is alcohol being sold or served at the event? If "Yes", you will need to provide proof of current Liquor Licence. |                |      |

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| <b>Power and Generators</b>   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | Do you require power if available?   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | Do you propose to use a generator? (If yes, please provide proposed details of type and hours of use)  |
| <b>First Aid</b>  |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | <b>Please provide details/name of a qualified first aid officer</b>  |
| <b>Amenities and Waste Management</b>   |  |
| <b>Please provide details of the following, if applicable:</b>  |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | Will you be bringing in portaloos for your event?  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | How will you be collecting litter?   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | How will you be managing waste generated by your event?<br>If the Trust determines that additional bins are required, you will be required to pay this cost. |
| <b>Signage</b>  |  |
| <b>Please provide details of the following, if applicable:</b>  |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | Do you propose to erect any directional signs? If "yes", please provide details including method of attachment.  |
| <b>Collection of money</b>  |  |
| <b>Please provide details if applicable and ticketing</b>   |  |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | Do you propose to collect money? If yes, for what purpose?   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | Will you be charging stall holders, food and beverage suppliers and amusement operators a fee?<br>Please provide details of these charges.                   |
| <input type="checkbox"/> YES <input type="checkbox"/> NO  | Do you propose to sell tickets? Please provide information regarding your ticketing agent?   |
| Please provide an estimate of the ticket price:   |  |
| <input type="checkbox"/> <\$20 <input type="checkbox"/> \$20-\$50 <input type="checkbox"/> \$51-\$75 <input type="checkbox"/> \$76-\$100 <input type="checkbox"/> >\$101  |  |
| <b>Public Liability Insurance</b>   |  |
| The applicant must arrange Public Liability Insurance cover for A\$20,000,000, and will be required to provide a Certificate of Currency that will be current at the time of the event. The name of the insured must be a legal entity and must be the same as the Applicant. The Public Liability Insurance must name Western Sydney Parklands Trust and the Minister for the Environment and Heritage as interested parties. The Public Liability Insurance must cover the activity described in the application. |  |

A venue hire fee will be calculated according to the information supplied on this form, and you will be advised of this amount. If you are in agreement then a confirmation letter and invoice will be issued, your booking is not confirmed until all monies owed have been received by the Trust.

|  |                                      |
|--|--------------------------------------|
| <b>I have read and understood my obligations in regard to Western Sydney Parklands Trust Regulation.</b> |                                      |
| Signature of applicant:  | On behalf of (name of organisation): |
| Print name of applicant:   | Date:                                |

|   |   |
|---|---|
| <b>If delivering by hand:</b>   | <b>If sending by post:</b>  |
| Western Sydney Parklands Trust<br>Level 7<br>10 Valentine Avenue Parramatta<br>NSW 2150 | Western Sydney Parklands Park Trust<br>PO Box 3064<br>Parramatta NSW 2124<br>Phone: 02 9895 7500<br>Email: events@wspt.nsw.gov.au |