



City Administrative Centre
Bridge Road, Nowra NSW Australia 2541
Phone: (02) 4429 3111 Fax: (02)4422 1816, DX
5323 Nowra

Address all correspondence to
The General Manager, PO Box 42, Nowra NSW Australia 2541

Dear

Reserve Booking

Thank you for your enquiry regarding booking a reserve.

If you are planning a large picnic (more than fifty people), weddings ceremony, wedding reception, community event or sporting event you will require a booking, some events may require a Development Application, therefore you should give as much notice as possible.

Groups planing low impact picnics, or similar, of less than 50 fifty are not required to book.

To book a location, please complete the following steps:

1. [Booking application](#) – please complete the application form attached and sign that you have read the [terms and conditions](#). In order to allow smooth processing of your application (*not Development Application*) please allow a minimum of **10 working days prior** to the event.
2. Send the booking form with payment (copy of fees and charges attached for reference) and a copy of your APRA approved public liability insurance of \$10 million to the Community Facilities Officer, Shoalhaven City Council, PO Box 42, Nowra NSW 2541. All cheques to be made out to SHOALHAVEN CITY COUNCIL.
3. Council will confirm your booking, process payment and forward instructions on key collections in applicable.

If you need further information about this matter, please contact Meredith Freeman, Community Facilities Officer on (02) 4429 3463.

Yours faithfully

Meredith Freeman
Community Facilities Officer

Council@shoalhaven.nsw.gov.au
www.shoalhaven.nsw.gov



APPLICATION FOR HIRE OF Parks & Public Reserves

I/We, the undersigned, hereby apply to use the above reserve and agree to pay the fees applicable.

Name of Applicant:				
Organisation:				
Address:				
Telephone:				
Reserve Location:				
Type of Access:				
Date of Access:				
Estimated Times:	Arrival time	am/pm	Departure time	am/pm
Schedule of Fees:	NOTE: A list of Fees & Charges are attached All prices are INCLUSIVE of GST			
			Bond MIN OF \$500	\$
				\$

I certify that I have read and do agree to abide by the Terms and Conditions of Hire attached.

Signed:	Date:
NAME: _____ POSITION:	

TERMS AND CONDITIONS OF HIRE FOR PARKS AND PUBLIC RESERVES

Local Government Act 1993

Application for the hire of the reserve must be made through the Booking Officer, on an agreement form and shall be accompanied by the bond. The Booking Officer has the authority to approve all applications for hiring made in accordance with the rules. However, contentious applications for hiring may be referred to Council for its determination.

Any special/particular requirements should be discussed with the Booking Officer at the time of booking to establish what facilities and/or equipment are needed and the actual period of hire.

RESPONSIBILITY OF THE HIRER

The hirer is responsible for the payment of the hiring fee and bond in advance. The conduct of the function/activity and shall ensure the reserve is reinstated to its condition as at the time of hiring. The hirer is responsible for the payment of any damage sustained or loss of Council property and/or furniture, fittings and equipment during the period of hire.

BONDS

A bond is required for all events. **The bond is payable in advance**, at the time of booking the reserve. A refund of the bond will not be forwarded until the Booking Officer has attended at the reserve and carried out an inspection of the reserve. Where the reserve has been left untidy or the reserve has been damaged, the Booking Officer will contact the hirer and make arrangements for cleaning/repairs to be carried out. Any cost incurred by the Booking Officer will be deducted from the bond monies. The hirer is responsible for any additional cleaning costs necessary to reinstate the reserve to its condition prior to the hiring and for any costs/fees incurred for the repair or replacement or any loss or damage to Council property, furniture, fittings and equipment.

Where the inspection of the reserve proves satisfactory, a cheque for the refund of the bond monies will be forwarded to the hirer within ten (10) working days from the inspection date.

HIRE PERIOD

The booking shall commence and finish at the times stated on the agreement form. Any additional time required for the delivery or removal of equipment, setting up or cleaning of the reserve must be completed within the hire period.

CANCELLATIONS

Should you decide not to use the reserve for your event, you must advise the Booking Officer at least one (1) month prior to the booked event date otherwise you will be responsible for full payment. Where payment for the event has been made prior to cancellation, a cheque in refund of the fees and bond will be forwarded by post within fourteen (14) working days from the date of cancellation.

COLLECTION/RETURN OF KEYS

Keys may be collected from the Nowra Council office up to 2 hours prior to the booked start time of an event. Where the event takes place on a weekday before 10.00am or after 5.00pm or on a weekend or public holiday, the keys may be collected from 3.00pm up to close of business on the last working day prior to the date of the event.

Keys will not be handed over unless proof of payment is produced.

Keys must be returned within 2 hours of the booked finishing time of the event. Where the event takes place on a weekday after normal working hours or on a weekend or public holiday, the keys must be returned by 10.00am the following working day.

Unauthorised copying of keys is a criminal offence.

Council@shoalhaven.nsw.gov.au
www.shoalhaven.nsw.gov

GENERAL

1. You/your organisation must accept responsibility for any claim, which arises regarding damage or accidents, which may occur during your occupation of the reserve and are liable for restoration of any damage resulting from these activities. The cost of any breakages or damage will be deducted from the bond.
2. The reserve shall be left clean, tidy and free of rubbish at the completion of the hire period.
3. Interference with the electrical wiring, switchboard or sound equipment at the reserve, or any alteration to Council's property whatsoever without written approval shall result in the forfeiture of the bond and the hirer shall be liable to prosecution. The use of double adaptors is not permitted at any Council reserve. All electrical appliances must be tagged prior to use at the building.
4. All activities and vacation of the facility must occur by midnight.
5. Your activities must be carried out in a manner, which does not to cause "OFFENSIVE NOISE" as defined in the Noise Control Act, 1975. Mechanical equipment must not be used between the hours of 8.00pm to 7.00am weekdays or 8.00pm to 8.00am on weekends and public holidays. Musical instruments and sound equipment must not be used between the hours of 12 midnight to 8.00am every day, in accordance with the Noise Control (Miscellaneous Articles) Regulation, 1995.
6. The sale of alcohol in the reserve is prohibited except with the written permission of the police (in the form of a liquor licence or permit to sell alcohol). Should you require the sale of alcohol, you must contact the Licensing Officer at the Nowra Police Station on 4421 09697. The licence/permit must be sighted by the Booking Officer before the booking is accepted. **No alcohol is permitted on alcohol prohibited reserves.**

The police must also be advised of any evening/night function (excluding meetings) being held at the reserve. A Safe Party form (available from local police stations) must be completed by the hirer and given to the Booking Officer at the time of booking the reserve.
7. The permit and the use of the reserve is subject to compliance with any direction given by any authorised officer of Shoalhaven City Council or Police Officer in the course of his duty. **Please ensure that you have this permit with you at the reserve.**
8. The hire of the reserve must be in accordance with all regulations, laws and zoning of the reserve.
9. Any requirements of the Charitable Fundraising Act, 1991 should also be observed and enquiries in this regard can be directed to the Department of Gaming & Racing in Sydney on Ph 9995 0300.
10. Wilful damage is an offence and will be dealt with by the Police. Accidental damage or breakage must be reported on return of the reserve key or by contacting the booking officer as soon as practical. If not reported, the damage will be deemed as wilful and will be dealt with accordingly.
11. The Booking Officer and Council reserve the right to cancel this booking immediately, should such action be considered necessary.
12. This approval does not include the exclusive use of the remainder of the Public Reserve by you/your organisation. Minimum inconvenience shall be caused to local residents and to other persons wishing to use the Public Reserve. The rights of the general public to use and have free and unrestricted access to the Public Reserve must be respected.
13. Council may have underground services, eg, electricity and water mains, located within the bounds of this reserve. Stakes, star pickets, pegs, etc, are not to be driven without first consulting with Council for location of services within the reserve (Electricity - 4429 3233 // Water - 0412 125 964). Failure to observe this requirement may be DANGEROUS and

may result in inconvenience to your event as well as the responsibility for the cost of repairs to damage.

14. Consumption of alcoholic liquor in the facility/outdoor reserve and the taking of alcoholic liquor onto the premises/ outdoor reserve is permitted, provided you have obtained written permission for your event from Shoalhaven City Council (in the form of this Confirmation of Booking on Council's letterhead). It is your responsibility to show this Confirmation of Booking to the Nowra or Ulladulla Police with adequate notice prior to the event. Any liquor licence or other documentation provided to you by the Police should be retained, must be at the area being used and must be produced on demand. A number of Alcohol Free Zones are in force throughout the City and you are expected to abide by the directions given on any relevant signage in these locations.
15. Any fire restrictions that are in force during this period are to be adhered to. No fires are to be lit except in properly constructed fireplaces/ barbecues. No trees are to be cut or lopped, and no mowing of grass or disturbance of any other vegetation is permitted under any circumstances.
16. Vehicular access to the Reserve is restricted to the time required to load and unload passengers or materials. No vehicle shall remain on the reserve except for this purpose. Vehicles are to be parked in designated parking areas only.
17. If you wish to erect a small marquee(s) for your event, please provide details of same to Richard Smith, Council's Parks Coordinator on 4429 3488. No structure is to be erected on the Public Reserve without the express permission of Council.
- 18. For an incorporated body, sporting club or association of any kind to hire a reserve, it will be necessary to provide to the Booking Officer a copy of your current Public Liability Insurance Policy or Certificate of Currency. The policy must provide coverage of a minimum of ten million dollars (\$10,000,000) and must have Council's interest noted and be an APRA approved insurer.**
- 19. For any person to hire the reserve for more than a total of ten (10) days over any twelve (12) month period you must provide to the Booking Officer a copy of your current Public Liability Insurance Policy or Certificate of Currency. The policy must provide coverage of minimum of ten million dollars (\$10,000,000) and must have Council's interest noted and be an APRA approved insurer.**
- 20. All other hirers (not noted in point 18 & 19) are covered under Council's Public Liability Insurance Policy.**