

Small Events and activities on Council land booking application form



If you need help lodging your form, contact us			
Email	openspacebookings@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103

Office use only	
Form ID	4011
TRIM Ref.	C001041
Last updated	June 2024
Business unit	Parks and Open Space
Application 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

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au

Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Booking Information and conditions
Please use this form to request to book on a Council Reserve for small events, gatherings or running a business using council land. These events may include christening, birthdays parties, social gatherings, operating a mobile food van or running a hire business. Please use this form to request a council reserve to host a neighborhood party, as part of Council's 'it takes a village' program. Please note that it can take up to 10 days to process a small event request, it may however take up to 8 weeks to assess a request to operate a business on Council land.

Part 1: Applicant details

Title	Mr	Mrs	Ms	Miss	Other:
First name					
Last name					
Organisation name					
Type of organisation (if applicable)	Commercial	Not For Profit	Charity	Other	
ABN (if applicable)					
Address					
Suburb		Postcode			
Phone		Mobile			
Email					

Part 2: Booking details

Venue/site requested			
Dates required (only include days needed) If this is a request for long term use - please list requested period including the commencement and completion dates. (Maximum of 12 Months in advance)			
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)		Total no. of people per day (approx)	
Age groups	Adults	Children	Both
Age range	-	-	-

Part 3: Request details

Name of your activity (e.g Bike hire, John's birthday party, picnic):			
Type of activity:			
Social gathering (e.g. party, picnic)		Promotional or special event (e.g activation, charity, commemorative, fundraising etc)	
Operate a business on council land (e.g. learn to, hire, food truck etc)		Neighbourhood party (if wishing to host a party in Council's 'it takes a village' program.)	
Activity details (please provide details of what the park or reserve will be used for):			
Do you require access to toilets?	Yes	No	
Do vehicles need to access the reserve? (If yes please provide details)	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 complete this form)	Yes	No	
Is it proposed that alcohol be consumed at the event? (If yes please check if this is possible here)	Yes	No	
Will you use a PA system / music?	Yes	No	
Will there be any structures - stages/tents/marquees etc?(Attach site plan incl. dimensions of structures)		Yes	No
Do you need floodlights? If so what time? (from - to) (If yes, there will be an additional charge)	Yes	No	am/pm - am/pm
Do you need a waste management plan? Please check at the following link here		Yes	No
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 amusement devices? (If yes please list devices and attach company's public liability insurance)	Yes	No	
Will there be any amusement devices, animal rides or other activities involving animals? (If yes please provide details and attach company's public liability insurance)	Yes	No	
Will there be any fireworks?	Yes	No	
Please provide details of the safety measures and precautions being taken. (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 4: Process and conditions

- All fees 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 administration fees.
- 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.
- 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.
- Any organisation using a council reserve 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.
- The hirer 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.
- The hirer 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.
- 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 marquees or structures.
- 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.
- It is the responsibility of the hirer to contact the Open Space Bookings Team to confirm any special requirements and to ascertain provision of facilities, including line marking, accessibility toilets and keys prior to the event. A bond will be required to obtain a key for access to a toilet, amenity building, gates and/or slip rails.
- Where relevant, 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.
- Alcohol Free Zones and Alcohol Prohibited Areas exist in many areas throughout Northern Beaches. Please refer to Councils 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 Council should vehicle access be required.
- 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 without Council approval.
- 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	Risk management Pan attached	Yes N/A

Part 6: Indemnity

Name of applicant				
<p>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.</p> <p>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.</p>				
Signature				
Position in organisation		Date		