



APPLICATION FOR CASUAL USE – PARKS AND RESERVES

DETAILS OF HIRER (Please Print)

Organisation		
Contact Name		
Contact Address		
Phone	Fax	Email

PARK OR RESERVE:

Name of Park/Reserve	
Day and Dates required:	Time for Proposed Use:

DETAILS OF USE

Specific type of use:	
Approx. No. of people	Will alcohol be consumed?

** Please note that if over 100 people will be in attendance, or if specific infrastructure is required, please check the 'Event Ready Reference' – located on the events page of the Council Website at www.campaspe.vic.gov.au prior to completing this form. The hirer will need to determine if the nature of the hire is classed as an 'Event'. If so, there are specific requirements that need to be met. Eg a POPE (Places of Public Entertainment). Information on POPES can be found on the Council website at www.campaspe.vic.gov.au/hardcopy/111869_191907.pdf

In making this application it is hereby acknowledged that I/we have received, read, understood and agree to comply with the "Council Parks and Reserves Conditions of Use" provided to me/us at the time of booking and take responsibility for any property damaged/stolen during and/or as a result of the hire. This reservation is subject to confirmation and will be confirmed in writing to the contact advised on this application.

Signature: _____ **Date:** _____

VICTORIAN GOVERNMENT INFORMATION PRIVACY ACT 2000

The personal information requested on this form is being collected by the Shire of Campaspe for the provision of the hiring of Council managed facilities. This information will be used solely by the Council, for that primary purpose or directly related purposes. If this information is not collected it will impede the processing of your application for use of a Council facility. The applicant understands that the personal information provided is for the processing of this application for use of a Council facility, and that he or she may apply to the Council for access to and/or amendment of the information. Requests for access and/or correction should be made to the Privacy Officer, Shire of Campaspe.

Staff Use Only: Please tick

<i>Parks and Gardens Unit Leader Notified</i>	
<i>Conditions of Occupancy provided to Hirer</i>	
<i>Notify Local Laws Team Leader (if applicable)</i>	
<i>Bond (if applicable)</i>	
<i>Hire fee (if applicable)</i>	
<i>Notify hirer regarding Events/POPES</i>	



APPLICATION FOR CASUAL USE – PARKS AND RESERVES

COUNCIL PARKS AND RESERVES CONDITIONS OF USE

1. **'Organisation'** for the purposes of this reservation shall mean club, college, institute, association, school, society, team, or other body to which the use of the reserve(s) specified in the application is/are granted by the application.
2. There is to be no confetti and the like to be thrown in any of the areas within the facility.
3. The granting of this application **does not imply exclusive use** of any Council property by the organisation named herein.
4. **The organisation to which a reservation has been issued shall be responsible for:**
 - (a) Ensuring that the reserve and surrounds used by it shall be kept in good order and in a clean and tidy state at all times. If, in the opinion of the Leader of Parks & Gardens, or the Facilities and Open Spaces Co-ordinator, the cleaning is not satisfactory, the user will be charged a cleaning fee.
 - (b) Repair of all damage done to the park or reserve during the period of occupation, fair wear and tear excepted.
 - (c) Adherence to all relevant Council by-laws and policies and State government laws, in particular those relating to safe food handling and liquor licensing.
 - (d) Undertaking inspections of the park or reserve to ensure it meets appropriate standards for safe use.
5. **Council shall determine the fees payable** for the use of parks and reserves under the control of the Shire of Campaspe, which will be regularly reviewed. Such rental shall be payable on allocation of a park or reserve for the use by an organisation, person or persons, but Council may grant an extension of time for payment, not exceeding three (3) months or half the period of hire, upon receipt at least one month before the expiration of the time for payment, of an application in writing for such extension.
6. This reservation shall be revocable at any time without notice in the event of any **contravention of the by-laws** or regulations for the care, protection and management of the park or reserve named in it or of these conditions, by the organisation, or by any member of the organisation to which or by the organisation to whom the reservation has been granted.
7. Applications to hire any Council properties will not be considered where any **park or reserve rental** remains unpaid from a previous hiring or the conditions of occupancy have not been adhered to.
8. The Leader of Parks & Gardens shall have the **right to cancel** any use if in his/her opinion weather conditions are not suitable for use and/or undue damage to the park or reserve area could result. Failure to abide to this requirement may lead to a fine or eviction from the reserve, or both.
9. The **location of underground services** must be sought **before driving any pegs or posts** into the ground. Repair costs for any damage to underground services shall be paid by the Organisation.
10. It is the hirer's responsibility to ensure that Jumping Castles are operated in accordance with Australian Safety Standards AS3533.4.1.
11. **Vehicles are NOT permitted** to be taken onto any turf areas or playing fields unless special permission is **first** obtained from Council.
12. The Facilities and Open Spaces Co-ordinator or Leader of Parks & Gardens shall undertake regular inspections of the park or reserve to ensure compliance with these conditions. In the event that conditions are not being complied with or standard maintained, any works necessary shall be carried out by Council and charged to the organisation at actual cost.
13. Organisations must ensure that Council have current contact details for the organisation at all times. Should the organisation wish to alter the dates and/or times of usage from those on the original application, it should contact the Council Customer Service Team immediately to determine if this is appropriate.
14. Council's Parks and Gardens Team have a scheduled program for maintaining Parks and Reserves. Any request for additional works to be undertaken outside this schedule will be at hirers cost.

These Conditions of Use have been set to assist the preservation and community enjoyment of the Parks and Reserves within the Shire of Campaspe; if you have any queries at all in relation to these Conditions of Occupancy, please call the Facilities and Open Spaces Coordinator on (03) 5481 2200.