



If you need help lodging your form, contact us		Office use only		
Email	reservebookings@northernbeaches.nsw.gov.au	Form ID	4008	
Phone	1300 434 434	TRIM Ref	C001036	
Customer Service Centres	Manly Townhall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	June 2019
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	Business Unit	Parks and Recreation
		Application No.		
		Receipt 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

Please complete a separate booking form for each beach or rockpool. This form can be used by schools, nippers, swimming lessons, annual swim club events and other small events. For any larger events such as SLSA events, surfing competitions, beach awareness programs or other major events please complete a major event application form found at www.northernbeaches.nsw.gov.au

Part 1: Contact Details

CONTACT DETAILS It is important that we are able to contact you if we need more information. Please give us as much detail as possible.				
Title	Mr	Mrs	Ms	Other
Family Name				
Full given names (no initials or A.C.N)				
Postal Address				
Suburb				
Postcode				
Phone			Alternate	
Mobile			Fax	
Email				
Name of Organisation/Group				

Part 2: Booking Details

Please complete one form per beach or rockpool			
Beach (Note which part of the beach)			
Rockpool requested			
Reserve requested (Note which part of the reserve)			
Dates required (only include days needed)			
Time required access to site	am/pm	Time activity starts	am/pm
Time activity starts	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)		No. of People per day (approx)	

Part 3: Activity Details

Please provide details of what the beach/rock pool will be used for, including if entering water or undertaking sand based activities only.	
REQUIREMENTS OF USAGE	
Please tick the boxes to answer yes to any of the following questions. (Please note that no guarantee can be made that all requests will be approved)	
Do you require access to toilets?	<input type="radio"/> Yes <input type="radio"/> No
Will you be selling food? If so please provide details below.	<input type="radio"/> Yes <input type="radio"/> No
Will there be any other food provided on site? If so please provide details below	<input type="radio"/> Yes <input type="radio"/> No
Will you use a PA System/ Music?	<input type="radio"/> Yes <input type="radio"/> No
Will there be any structures - stages/tents/marquees etc? (Attach plan)	<input type="radio"/> Yes <input type="radio"/> No
Will you require extra bins? (There will be an additional charge)	<input type="radio"/> Yes <input type="radio"/> No
If so, how many?	
Will you use a generator?	<input type="radio"/> Yes <input type="radio"/> No
Do you require Lifeguards (There is an additional fee to hire a Lifeguard)	<input type="radio"/> Yes <input type="radio"/> No
If so, how many?	
Do you require Jet Skis? (There is an additional fee to hire a Jet Ski)	<input type="radio"/> Yes <input type="radio"/> No
If so, how many?	
Please provide details as to the safety measures and precautions being taken at your activity. Feel free to attach additional information.	
Please provide any additional details that may assist in assessing your request for use of the beach or rockpool.	

Part 4: Booking Information and Conditions

Please Read The Following Prior to Completing Your Application

- A booking fee 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 an administration fee.
- 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. Cancellation fees and refunds are as per the adopted Northern Beaches Council fees and charges.
- 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 Reserve Bookings office if additional bins are required. An additional fee will be added to the invoice.
- Your organisation 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.
- Your organisation 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.
- Your organisation 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.
- The hirer must comply with all Council requirements which may be displayed on signage erected at Council's reserves. Penalties may apply for breaches of such signage.
- Council reserves the right to close the beach at any time due to the conditions. Notification of any closures may not be possible prior to your arrival.
- On arrival report to the Lifeguard on duty. Depending on the event you may be asked to contact Customer Services on 1300 434 434 at least 3 days prior to the event to discuss the activity and conditions.
- Glass bottles are not to be sold or distributed due to issues associated with broken glass.
- That no undue inconvenience is caused to other users of the beach/ rockpool. All tents and marquees are positioned so as not to inconvenience or pose any risk to the general public. Permission from Council must be sought to erect any other large marquee or structure.
- 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 sports field 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.
- Vehicles may access the beach to load and unload equipment only after liaison with the lifeguards. The appropriate safety measures are to be taken while driving on the beach. Liaison with the lifeguards is required. Vehicles are not permitted to be driven or used on the beach for any other reason and are to be parked in approved parking areas.
- Any groups using beaches for surfing events should be aware of the set surf craft prohibited areas. Infringement in these areas is not permitted.
- Two lanes of the rockpool are to remain open to the public at all times during the booking.
- 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 unless prior written approval is obtained from Council.
- Subletting or reallocating the use of the beach/ rockpool and its related facilities is not permitted.

I acknowledge that I have read and accepted the hire conditions as listed above.

Name of Applicant			
Signature		Date	

Part 5: Checklist

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. Please tick the following:		
Public Indemnity attached	Yes	NA
Site plan attached	Yes	NA
Safety Plan attached	Yes	NA
Date		

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	