



If you need help lodging your form, contact us		Office use only																						
Email	reservebookings@northernbeaches.nsw.gov.au		Form ID	4012																				
Phone	1300 434 434		TRIM Ref	C001041																				
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.		<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
		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

Part 1: Contact Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other		
First Name			
Last Name			
Company Name (attach business card if relevant)			
Address			
Post Code			
Phone		Alternate	
Mobile		Fax	
Email			
Is this booking on behalf of an organisation?	Yes	No	
Name of organisation			
Position in the organisation			

Part 2: Request for Picnic Table

<p>Manly Dam has four picnic areas around the lake with over 30 picnic tables. Go to northernbeaches.nsw.gov.au to look at each section and choose your table.</p>					
The section you wish to book	Area 1	Area 2	Area 3	Area 4	Unsure
Would you prefer	Covered table		Uncovered table		
Is there a specific table you would like to book?			Yes	No	
If so, which table number? Please feel free to note a number of tables – we will check availability in the order provided					
Event Date					
No of people attending event					
Activities: Please provide details as to what you will be doing at the Dam on this occasion?					
Additional Information - do you require anything else for your event or wish to ask any questions in regards to your table or Manly Dam?					

Part 3: Booking Information and Conditions

<p>Booking Information and Conditions</p> <ul style="list-style-type: none"> A sign with your name on it will be placed on your table the day of the booking to reserve the table. Each application will be assessed individually and an invoice and set of conditions issued. A booking is for the whole day. Please note that gates at Manly Dam are open from dawn to dusk. Although you may stay at the Dam after the gates are closed all vehicles must be outside the gates prior to them being locked. Please contact Customer Service on 1300 434 434 for specific opening and closing times. 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. You are responsible for taking all necessary precautions to ensure the safety of participants. That no undue inconvenience is caused to other users of the park. Permission is required for the erection of any tents, marquees and other structures, please contact the Reserve Booking office. If approved they are to be positioned so as not to inconvenience or pose any risk to the general public. Council has provided both electric and wood barbecues in number of areas within the Dam. Only portable above ground gas barbecues may be used other than those provided by Council, however these barbecues may only be used in the designated barbecue areas. This consent is subject to current fire restrictions, please refer to www.rfs.nsw.gov.au for up to date fire restriction information. Council's Pay and Display parking system will be in operation during your event and vehicles should be confined to designated parking areas only. No parking fees apply to Northern Beaches Parking Permit holders. 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. Dogs are prohibited in the picnic areas at Manly Dam. Payment must be made prior to the event date. Non payment may result in the cancellation of the booking and the table will not be reserved. This booking is non-refundable or transferable. However, if it is cancelled 48 hours prior to the date, a refund will be considered. Please follow any instructions from the Manly Dam Rangers while on site. For any matter relating to Manly Dam contact Customer Service on 1300 434 434
<p>Fees and Payments</p> <ul style="list-style-type: none"> Booking fees and bonds will be set in line with Northern Beaches Council's Fees and Charges. Once an application has been processed a rental contract and invoice will be forwarded to the applicant. This will outline all fees and charges as well as the conditions of hire which the event approval is based upon. Adherence to these conditions is essential. The payment method information will be included with the rental contract and invoice. Please do not provide any payment details to this application.

Part 4: Declaration

DECLARATION	
	I confirm that all the details are correct
	In signing this form I acknowledge that I have read and accepted the booking information and conditions as listed on the back of this form
Signature	
Date	