



If you need help lodging your form, contact us		Office use only		
Email	reservebookings@northernbeaches.nsw.gov.au	Form ID	4013	
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	18 September 2017
	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.	<input type="text"/>
			Receipt No.	<input type="text"/>

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 reserve/ sportsground. If your event is a fair, fete, circus, concert, fun run or walk or it involves markets, fireworks or amusements or has over 1000 people at the one venue please complete a major event application form found at www.northernbeaches.nsw.gov.au

Part 1: Contact Details

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

Part 2: Booking Details

Please complete one form per sports ground or reserve.			
Sports Ground/Reserve requested		No. of fields/courts	
Dates required (only include days needed)			
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)		No. of People per day (approx)	
Age Groups	Adults	Children	Both
Age Range (from - to)	-	-	-

Part 3: Activity Details

Please provide details of what the sportsground will be used for:			
Do you require access to toilets?	Yes	No	
Do you have a W1 Key?	Yes	No	
Do vehicles need to access the field?	Yes	No	
Will you be selling food? If so please provide details below.	Yes	No	
Will there be any other food provided on site? If so please provide details below	Yes	No	
Will there be any structures - stages/tents/marquees etc? Attach plan	Yes	No	
Will you require extra bins? (There will be an additional charge)	Yes	No	
If so, how many?			
Will you use a generator?	Yes	No	
Will you need any whole or partial road/car park/footpath closures?	Yes	No	
If so, where?			
Will there be Amusement devices & entertainment devices? ie, jumpy castles, performers, animal farms, fireworks etc	Yes	No	
I have attached details as to the safety measures and precautions being taken at the activity and any other additional information including where relevant a risk management safety plan.	Yes	No	
Will you need special line marking? (Please provide details below)	Yes	No	

Part 4: Checklist and Declaration

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 if applicable.			
Public Indemnity attached	Site plan attached	Safety Plan attached	I confirm that the details in this application are correct

Part 5: Booking Information and Conditions

BOOKING INFORMATION AND CONDITIONS			
<ul style="list-style-type: none"> • A booking fee and other charges are 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. • 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. • That your organisation monitors the ground and reports relevant issues to Council. • Training activities are to be managed to ensure the load is spread across the group and that the specific areas are protected and not over used. • 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. • 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' on Councils website via http://www.northernbeaches.nsw.gov.au/ • Glass bottles are not to be sold or distributed due to issues associated with broken glass. • If alcohol is to be sold and consumed at a sports ground, the hirer must provide a copy of the appropriate liquor licence and comply with Responsible Service of Alcohol Regulations and Council's Alcohol Free Zones and Alcohol Prohibited Area regulations (available on Council's website). Failure by the hirer to provide Council with the appropriate liquor licence will result in the hirer not being permitted to sell alcohol until the Liquor Licence has been received by Council. • That no undue impact is caused to other users of the reserve. All tents, marquees and structures are positioned so as not to inconvenience or pose any risk to the general public. Your organisation must seek permission from Council to erect any structure which may potentially cause damage to existing infrastructure. • 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. • An inspection may be required by a qualified Electrician prior to the start of operations to ensure the site complies with all Workcover regulations. It is the responsibility of your organisation to contact the Reserve Bookings office to confirm any special requirements and to ascertain provision of facilities, including line marking, accessibility to toilets and goal posts prior to the event. A bond will be required to obtain a key for access to a toilet or amenity building. 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. • 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. • No vehicles other than those approved by Council are permitted on Council's reserves. Please contact Reserve Bookings should vehicle access be required. • A separate fee will be charged to cover floodlighting costs as per Northern Beaches Council Fees and Charges. Your organisation will be invoiced accordingly. 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. • 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 this reserve and its related facilities is not permitted. • I acknowledge that I have read and accepted the hire conditions as listed above. 			
Applicant Name			
Signature		Date	

Part 6: Indemnity & Signature

INDEMNITY			
<p>I hold 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>			
Applicant Name			
Signature		Date	