INVERELL
SHIRE COUNCIL

PARK USAGE APPLICATION

NOTE: Please complete all sections of this form.

HIRER DETAILS

Organisation Name: _____

Position/Title: _____

Applicants Full Name: _____

Postal Address: _____
(Note: This is where all further correspondence will be sent) _____ Postcode: _____

Phone: _____ Mobile: _____

Email Address: _____

INSURANCE

NOTE: You may be required to provide a copy of your Public Liability Insurance Certificate of Currency for a minimum of $10M. Certain circumstances may require coverage of up to $20M.

DETAILS OF HIRE

Park Name: _____

Event Being Held: _____

Requested Date of Use: _____

Approximate Start & Finish Time: _____

Will Power be Required: YES ☐ NO ☐ How many power points will you require:

Do you wish to have vehicle access to this site? YES ☐ NO ☐ Vehicle description: _____

What equipment will be used at this event? Eg. Stage or carnival rides. _____

Do you object to another event being held in the park at the time of your booking: YES ☐ NO ☐

AGREEMENT

Conditions of Hire:

1. All Council parks are open to the public and therefore exclusive use is not guaranteed.
2. The park is to be left in a clean and tidy condition.
3. Council request that you undertake a risk assessment before approval is granted.
4. Council reserves the right to close any facility to undertake works/maintenance or if the grounds are deemed unsuitable for use e.g. wet weather.

I hereby certify that the information supplied in this application is correct to the best of my knowledge and I agree to abide by Inverell Shire Council's Conditions of Hire as above. I also undertake to advise Inverell Shire Council should there be any alterations or additions to the information supplied.

Applicants Signature: _____ Date: _____

Administration Centre, 144 Otho Street (PO Box 138), Inverell NSW 2360
Ph: 02 67 288 288 Fax: 02 67 288 277
DX 6159
www.inverell.nsw.gov.au

PRELIMENARY RISK ASSESSMENT

Is a PA being used: YES ☐ NO ☐ - If yes, are the cords tagged: YES ☐ NO ☐ (this is required)

Safety Details (cords etc.):

_____

_____

_____

Are shade structures being used: YES ☐ NO ☐

Safety Details:

_____

_____

_____

Is a jumping castle being used: YES ☐ NO ☐

NOTE: A Public Liability Insurance Certificate of Currency must be attached if a Jumping Castle is being used. There must be an individual policy for the Jumping Castle or a note on the Organisations General Policy.

Safety Details (fan/supervision etc.):

_____

_____

_____

Are pony rides being undertaken: YES ☐ NO ☐

NOTE: The organisation is responsible for the removal of any manure.

Safety Details:

_____

_____

_____

Are any other activities are being undertaken:

_____

_____

_____

Safety Details:

_____

_____

_____

NOTE: A detailed Risk Assessment of your proposed event may be requested.