

## PARK USAGE APPLICATION

**This form is to be completed and returned to Council a minimum of ten (10) working days prior to your requested booking date. Not adhering to the above time frame may result in your booking being declined.**

### 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 & DOCUMENTATION

#### Public Liability Insurance Provision

The Club/Organisation shall take out and keep current during the period of the booking, a public liability insurance policy in a form approved by the Council, for a minimum of \$20M, for Council and the Club/Organisation against all actions, costs, claim charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Club/Organisation or both arising out of or in relation to the granting of such occupancy/usage.

**Copy of Certificate of Currency is attached:** YES  NO  ON FILE

**Risk Assessment Form is attached (please refer to following Risk Assessment Form):** YES  NO

**Please Note: If a current copy of your organisation's Certificate of Currency documents and the attached Risk Assessment Form are not submitted, your application will automatically be declined.**

#### Indemnify/Hold Harmless Clause

The Club/Organisation agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which maybe brought or made or claimed against the arising out of or in relation to the granting of such occupancy/usage.

### DETAILS OF HIRE

**Park Name:** \_\_\_\_\_

**Section of Park:** \_\_\_\_\_

**Event Being Held:** \_\_\_\_\_


**Requested Date of Use:** \_\_\_\_\_


**Approximate Start & Finish Time:** \_\_\_\_\_


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

**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

 <b>Inverell Shire Council Safety Management System</b> <b>Event WHS Risk Assessment Template</b>						
Version v1.0		TRIM Reference: <b>WHS-</b>				
Implemented 17/07/2023	Amended: xxxxxxxx	Reviewed and Approved: Workforce Services Coordinator		Next Review Date: 17/07/2024		
<b>Event Name:</b>				<b>Event Location:</b>		
Assessment completed by:				Event Coordinator:		
Signature:				Reviewed by:		
				Review date:		
Event Activity	Hazards	Risk Rating	Controls	Residual Risk	Person Responsible	Completion Date
<i>Activity or task involved in event</i>	<i>Identify the hazard and describe how it could cause harm</i>	<i>Risk level without controls</i>	<i>Controls required, using the hierarchy of controls</i>	<i>Risk level with controls</i>	<i>Person allocated responsibility for controls</i>	<i>Date controls are completed</i>

 <b>Inverell Shire Council Safety Management System</b> <b>Event WHS Risk Assessment Template</b>						
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		<b>Inverell Shire Council Safety Management System</b> <b>Event WHS Risk Assessment Template</b>				
		Version v1.0	TRIM Reference: <b>WHS-</b>			
Implemented 17/07/2023		Amended: xxxxxxxx	Reviewed and Approved: Workforce Services Coordinator		Next Review Date: 17/07/2024	
		<b>Negligible</b> No injuries or not requiring first aid	<b>Minor</b> First aid needed	<b>Moderate</b> Medical treatment	<b>Major</b> Serious injury	<b>Severe</b> Death or permanent disability
LIKELIHOOD	<b>Certain to occur</b> Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	<b>Very Likely</b> Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	<b>Possible</b> May occur occasionally	Low	Medium	Medium	High	Extreme
	<b>Unlikely</b> Could happen at some time	Low	Low	Medium	Medium	High
	<b>Rare</b> May happen only in exceptional circumstances	Low	Low	Low	Medium	High

Extreme	<b>The Activity MUST NOT COMMENCE.</b> If started <b>STOP IMMEDIATELY.</b> Activity MUST NOT START until controls are implemented to reduce risk.
High	<b>STOP – Senior Management Approval Required</b> - Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical
Medium	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.
Low	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.

### CONDITIONS OF HIRE

1. This form and the accompanied documentation must be completed and submitted to Council a minimum of ten (10) working days prior to the requested usage date;
2. All Council parks are open to the public and therefore exclusive use is not guaranteed;
3. The park is to be left in a clean and tidy condition;
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);
5. The Hirer is not permitted to drive on or access the park via vehicle under any circumstances. If the organisation requires vehicle access to the site, a written request will need to be made to the General Manager for consideration and review;
6. The Hirer is responsible for the costs of any damage that occurs to the grounds whilst booked under their name;
7. The Hirer is not permitted to use the park for longer than a four (4) hour period. If the Hirer requires a longer duration, a written request will need to be made to the General Manager for consideration and review; and
8. Any booking of a commercial nature will stimulate a fee, which is to be determined by Council upon receipt of the application.

**Note:** Failure to comply with any of these conditions may lead to eviction from the grounds and may jeopardise approval of future applications from your Organisation.

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 abovementioned Conditions of Hire.

**I acknowledge that any keys that I am supplied with to access the grounds, need to be returned to Council within 48 hours of the booking's completion. I also undertake to advise Inverell Shire Council should there be any alterations or additions to the information supplied.**

**Applicant's Signature:**

**Date:**