



Corporate Event

Park Hire

Effective from July 2024 to June 2025

Use of Community and Crown Land

Use this form to apply to use Council managed parks and open spaces for the following:

- Corporate events / sports days
- Staff picnics and barbecues, spits and catering
- Promotional events
- Team building activities

A minimum of two weeks' notice is required to process the application.

If approved, written confirmation permitting the use of parks or open space within the Woollahra Council Local Government area at the times and locations specified in the permit, will be issued to the applicant. The permit does not grant exclusive access of the public open space, and it must be in possession of the applicant and on-site at all times.

If an amusement device or temporary structure is to be installed as part of the event, an Activity Approval may also be required for the structure. **Complete the separate temporary structures application form, e.g. marquees, fete stalls, etc. and/or amusement devices e.g. jumping castles, etc. and attach to this application.**

For further information, please contact Customer Service Centre on (02) 9391 7000.

Applicant details

Event name:	<input type="text"/>		
Company name:	<input type="text"/>		
Company contact:	<input type="text"/>	ABN / ACN:	<input type="text"/>
Company address:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

Site details

For multiple activities using more than one location, attach a separate document listing each location details.

Location:	<input type="text"/>
-----------	----------------------

For McKell Park hire only: Do you require Canonbury Cottage? Yes No

Dates Required:	<input type="text"/>	Number of people attending:	<input type="text"/>
Start time: (including bump-in)	<input type="text"/>	Finish time: (including bump-out)	<input type="text"/>

PURPOSE (Not all venues are suitable for a sit-down style function)

- Corporate Event Corporate Team Building Staff Picnic
 BBQ / Spit / Catering Corporate Sports Day Promotions
 Sit-down style lunch (max. 50 guests) Other:

Equipment to be used:

Are you bringing your own food & drinks? Yes No

Are you using a caterer / food / beverage supplier? Yes No

Name of caterer/ supplier:

**Caterer's NSW Food Authority
Licence Number / Council
registration number:**

Activity approval checklist

1. Do you intend having an amusement device e.g. jumping castle, petting zoo etc? Yes No
If so, have you completed the Amusement Devices Activity Approval application form and attached it to this form? Yes No
2. Do you intend having a temporary structure e.g. Marquee, stage etc? Yes No
If so, have you completed the Amusement Devices Activity Approval application form and attached it to this form? Yes No

(These forms can also be found on Council's website)

Conditions of Hire

Full Conditions of Hire associated with this application can be accessed at:

www.woollahra.nsw.gov.au/park-hire-general-conditions

Indemnity statement and applicant's declaration

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or on Council's land / near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage, or loss.

I have reviewed the Conditions of Hire relating to this application available at www.woollahra.nsw.gov.au/corporate-events-park-hire-conditions

Applicant's declaration:

I, declare that

I have read, understood, and accept the conditions of hire. I accept that all these conditions must be complied with on the day(s) of the activity.

Applicant's signature

Date

Fees (Fees are valid until 30 June 2025)

Type of fee	Fee	Receipt code
Corporate Social Events (per hour)		
1-50 people	\$115.00	T335
50-100 people	\$156.00	T335
For Corporate Events (per hour) <i>(promotions, events greater than 100 guests or sit-down style functions for up to 50 guests)</i>	\$308.00	T335
Bond: (refundable after inspection)	\$500.00	T28
Cancellation fee Applicants must contact Council in writing. A fee of \$99.00 is retained and the balance refunded if the applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given.	\$99.00	T335
Wet weather cancellation A fee of \$99.00 is retained and the balance refunded if the applicant contacts Council in writing no later than two weeks after the planned event. Otherwise, no refund is given.	\$99.00	T335
Canonbury Cottage Fees: <i>(in addition to applicable park hire fee & bond)</i>		
Ceremonies – wedding, naming, christening, wake / per hour	\$160.00	T62
Social events – picnics, birthdays, reunions, family gatherings / per hour	\$90.00	T62
McKell Park and Canonbury Cottage Event Bond:	\$250.00	T28

Privacy and conditions of use

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

Lodgement details

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY

CSO name:

Event / Promotion
Fee (T335):

Bond (T28):

Cottage (T62):