



Public Event

Entertainment Park Hire

Use of Community and Crown Land

Effective from July 2024 to June 2025

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

- Community / public events
- Charity events
- Public entertainment events
- Sporting events / races for the general public

If approved, written confirmation of park hire or an Activity Approval permitting the use of parks or open space within the Woollahra Council Local Government area at the times and locations specified, will be issued to the applicant. The confirmation 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 additional structures, food/beverage sales, entertainment, amusement devices or traffic management are proposed to be installed as part of the event, additional documentation may be required. Refer to the *Event Management Plan: Guidelines for the Application Process*.

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

Applicant details

Club / Charity / Company name:	<input type="text"/>		
Event Name:	<input type="text"/>	Contact:	<input type="text"/>
Address:	<input type="text"/>		
Email:	<input type="text"/>	Phone:	<input type="text"/>

Site details

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

Location:	<input type="text"/>		
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 of event:	<input type="text"/>		

e.g. charity/fundraiser, community event, public entertainment

Description of event:

Event Management Plan: Guidelines for the Application Process

Please consider the criterion for your event as detailed in the Event Management Plan – Guidelines for the Application Process associated with this application can be accessed on Council's website [here](#)

All relevant information needs to be submitted, in writing, along with your application form and any other documentation. Applications for special events may take up to 2 weeks for a preliminary assessment.

Activities and structures

Not all park hire events are suitable for all parks.

1. Have you attached the Event Management Plan? Yes No

For events of 50+ people, a detailed Event Management Plan and Site Map are required.

2. 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

3. Do you intend having a temporary structure e.g. Marquee, stage etc? Yes No

If so, have you completed the [Temporary Structures Activity Approval](#) application form and attached it to this form? Yes No

4. Are there any additional activities or performances proposed for the event e.g. face painting / clown? Yes No

If so, list all additional activities or performances:

5. List any other equipment to be used:

6. Are you bringing your own food & drinks? Yes No

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

Name of caterer / supplier:

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

Public liability

The applicant must supply Council with the Certificate of Currency showing Public Liability Insurance to the value of at least twenty million dollars (\$20,000,000.00) for each claim with this application.

Conditions of Hire

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

[Public Event Park Hire Conditions](#) and [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 [Public Event 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
Hire fee (per hour)		
21-50 people	\$82.00	T335
51+ people	\$112.00	T335
Bond: <i>(refundable after inspection)</i>		
Bond (1 – 50 people)	\$500.00	T28
Bond (51 – 100 people)	\$1,000.00	T28
Bond (101 + people)	\$1,500.00	T28

Cancellation fee

Applicants must contact Council in writing. A fee of \$55.00 is retained and the balance refunded if the applicant cancels with a minimum of two weeks prior notice. Otherwise, no refund is given. A cancellation fee of \$135.00 for groups >101 is payable.

Wet weather cancellation

A fee of \$55.00 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.

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:

Hire fee (T335):

Bond (T28):