

Small Events and activities on Council land booking application form



If you need help lodging your form, contact us					
Email	openspacebookings@northernbeaches.nsw.gov.au				
Phone	1300 434 434				
Customer Service Centres	<table border="0"> <tr> <td>Manly Town Hall, 1 Belgrave Street Manly NSW 2095</td> <td>Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099</td> </tr> <tr> <td>Mona Vale 1 Park Street Mona Vale NSW 2103</td> <td>Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107</td> </tr> </table>	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107
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Office use only	
Form ID	4011
TRIM Ref.	C001041
Last updated	October 2022
Business unit	Parks and Recreation
Application no.	

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

Booking Information and Conditions	
<p>Please use this form to request to book on a Council Reserve for small events, gatherings or running a business using council land. These events may include christening, birthdays parties, social gatherings, operating a mobile food van or running a hire business. Please use this form to request a council reserve to host a neighborhood party, as part of Council's 'it takes a village' program. Please note that it can take up to 10 days to process a small event request, it may however take up to 8 weeks to assess a request to operate a business on Council land.</p>	

Part 1: Applicant Details

Title	[REDACTED]		
First Name	[REDACTED]		
Last Name	[REDACTED]		
Organisation Name	Australian Beach Tennis		
Type of Organisation (if applicable)	Commercial <input checked="" type="radio"/>	Not For Profit <input type="radio"/>	Charity <input type="radio"/> Other <input type="radio"/>
ABN (if applicable)	[REDACTED]		
Address	[REDACTED]		
Suburb	[REDACTED]	Postcode	[REDACTED]
Phone	[REDACTED]	Mobile	[REDACTED]
Email	[REDACTED]		

Part 2: Booking Details

Venue/ site requested	Queenscliff Beach		
Dates required (only include days needed) If this is a request for long term use - please list requested period including the commencement and completion dates. (Maximum of 12 Months in advance)			
Time required access to site		am/pm	Time activity starts
Time will vacate site		am/pm	Time activity finishes
No. of participant per day (approx)	4 to 12 per hour		No. of spectators per day (approx)
No. of staff/ officials per day (approx)	2		Total No. of people per day (approx)
Age groups	Adults <input type="radio"/>	Children <input type="radio"/>	Both <input type="radio"/>
Age range		-	7 - 85

Part 3: Request Details

Name of your activity (e.g Bike hire, John's birthday party, picnic):	Beach Tennis School		
Type of Activity:			
<input type="radio"/> Social gathering (e.g. party, picnic)	<input type="radio"/> Promotional or special event (e.g activation, charity, commemorative, fundraising etc)		
<input checked="" type="radio"/> Operate a business on council land (e.g. learn to, hire, food truck etc)	<input type="radio"/> Neighbourhood party (if wishing to host a party in Council's 'it takes a village' program.)		
Activity Details (Please provide details of what the park or reserve will be used for):	Queenscliff Beach will be used for Beach		
Tennis activity.			
Do you require access to toilets?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Do vehicles need to access the reserve? (If yes please provide details)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Will you be selling food? (If yes please provide details)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Will there be any other food provided on site? (If yes please provide complete this form)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Is it proposed that alcohol be consumed at the event? (If yes please check if this is possible here)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Will you use a PA system / music?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Will there be any structures - stages/tents/marqueses etc?(Attach site plan incl. dimensions of structures)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Do you need floodlights? If so what time? (from - to) (If yes, there will be an additional charge)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	am/pm - am/pm
Do you need a waste management plan? Please check at the following link here	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Will you use a generator?	Yes <input type="radio"/>	No <input checked="" type="radio"/>	
Will you need any road / car park/ footpath closures? (If yes please provide details)	Yes <input type="radio"/>	No <input checked="" type="radio"/>	

Part 3 Continued

Will there be any amusement devices? (If yes please list devices and attach company's public liability insurance)	Yes <input type="radio"/> No <input checked="" type="radio"/>
Will there be any amusement devices, animal rides or other activities involving animals? (If yes please provide details and attach company's public liability insurance)	Yes <input type="radio"/> No <input checked="" type="radio"/>
Will there be any fireworks?	Yes <input type="radio"/> No <input checked="" type="radio"/>
Please provide details of the safety measures and precautions being taken. (Attach any other additional information including a risk management safety plan if relevant).	Beach tennis is a sport without physical contact, players stay more than 2m from each other. The sand surface is soft and there aren't any specific r
Please provide any additional details that may assist in assessing your request for use of this reserve	

Part 4: Process and Conditions

<ul style="list-style-type: none"> All fees and other charges will be set in line with Northern Beaches Council Fees and Charges. Any changes to firmed (finalised) booking may be subject to administration fees. Each application will be assessed individually and an invoice and set of conditions issued. All fees are payable prior to the event and failure to do so may result in cancellation of this event. 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 Open Space Bookings Team if additional bins are required. An additional fee will be added to the invoice. Any organisation using a council reserve 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. 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. The hirer 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. The hirer 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. Your organisation is responsible to continue monitoring the venue while on site. 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' by checking the website via http://www.northernbeaches.nsw.gov.au/ Glass bottles are not to be sold or distributed due to issues associated with broken glass. Restrictions and/ or special conditions may apply to certain venues. That no undue inconvenience is caused to other users of the reserve. All tents and marquees are positioned so as not to inconvenience or pose any risk to the general public. Restrictions on marquees and structures may apply to certain locations. Permission from Council must be sought to erect any other large marquees or structures. 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. It is the responsibility of the hirer to contact the Open Space Bookings Team to confirm any special requirements and to ascertain provision of facilities, including line marking, accessibility toilets and keys prior to the event. A bond will be required to obtain a key for access to a toilet, amenity building, gates and/or slip rails. Where relevant, 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. Alcohol Free Zones and Alcohol Prohibited Areas exist in many areas throughout Northern Beaches. Please refer to Council's website for restrictions. 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. No vehicles other than those approved by Council are permitted on Council's reserves. Please contact Council should vehicle access be required. 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 without Council approval. Subletting or reallocating the use of the reserve and its related facilities is not permitted.

I acknowledge that I have read and accepted the hire conditions listed above.			
Applicant name	[REDACTED]		
Signature	[REDACTED]	Date	19/07/23

Part 5: 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.			
Public Indemnity attached	Yes <input type="radio"/> N/A <input type="radio"/>		
Site plan attached	Yes <input checked="" type="checkbox"/> N/A <input type="radio"/>	Risk management Pan attached	Yes <input checked="" type="checkbox"/> N/A <input type="radio"/>

Part 6: Indemnity

Name of applicant	[REDACTED]		
<p>holds 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> <p>I confirm that the details in this application are correct and in signing this form I acknowledge that I have read and accepted the hire conditions as listed above.</p>			
Signature	[REDACTED]		
Position in organisation	DirectorCoach	Date	19/07/23