

SOCIAL RECREATION APPLICATION

Procedure for Application

- This form must be received at least 4 weeks prior to the event, otherwise approval cannot be guaranteed.
- The following application form is to be completed if you are organising an event on the City of Ryde Council's Parks or Recreation reserves.
- The booking fee and bond will be charged in accordance with Council's fees and charges. The bond is refundable in whole or in part, following an inspection after the event by Authorised Council staff to determine compliance with Council conditions.
 - Picnic Shelters and BBQ's are used on a first come, first dressed basis.
 - Selected Gazebos can also be booked at a few parks while others are used as a first come first dressed basis.
 - A booking does not give the applicant exclusive use of the park, it is public open space, and as such must be able to be used by all of the community.
- To apply to set up a temporary structure (e.g. jumping castle, marquee etc.) please fill out the relevant section, and provide Public Liability Insurance. Private shade structures under 3m x 3m do not require Public Liability. The safe securing of these structures is the responsibility of the hirer.
- If the Park isn't available on the date you have requested, Council's Parks Booking officer will contact you to discuss alternative options..
- Complete the following application form and forward it to:
Parks, City of Ryde Council,
Locked Bag 2069, North Ryde NSW 1670
Email: sportandrec@ryde.nsw.gov.au

All enquiries please telephone: (02) 9952 8222

- A reply letter will be forwarded that will advise of approval and conditions. By accepting your application, Council and the applicant automatically become bound by the terms of the conditions and approval as set out in this application.

The parks/recreational areas available for hire are:

Anderson Park	Elouera Reserve	Lions Park	Pioneer Park
ANZAC Park	Fontenoy Park	Meadowbank Park	Putney Park
Blenheim Park	Field of Mars Reserve	Memorial Park	Ryde Park
Banjo Patterson Park	ELS Hall Park	Morrison Bay Park	Waterloo Park
Darvall Park	Kissing Point Park	North Ryde Park	Yamble Reserve

PART 1 : HIRER'S DETAILS

Company / Organisation If applicable					
Title	Mr	Mrs	Ms	Miss	Other
Given Name					Family Name
Address					
Suburb					Postcode
Postal Address If different from above					
Suburb					Postcode
Preferred contact	Mobile	Phone	Email		
Mobile					Phone
Email					

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

PART 2 : EVENT DETAILS

Type of Event:

Birthday Event

Private or Corporate Social Event

Park Name

Dates of Event

Time of Event From To
(Including set-up/
dismantling time)

Anticipated number of attendees:

0-50

51-100

100-250

250-500

Please note if the number of attendees anticipated is going to be more than 500 people, kindly complete the Major Event Application form.

PART 3 : EVENT REQUIREMENTS

Food and Drink

a) Will food/drink be served at your event? Yes No

b) Will food/drink be sold at your event? Yes No

If yes, provide details:

Park Gate/Vehicle access

a) Is Vehicle Access required? *(not available in all areas)* Yes No

b) Do you require a park gate to be unlocked? Yes No

If yes, please specify why gate access is required

Amusement Devices

Do you propose to have amusement devices / rides? Yes No

Amusement / type of Ride

Supplier

PART 3 (CONTINUED) : EVENT REQUIREMENTS

Tent/ Marquees/Stalls

a) Do you propose to erect tents, marquees or stalls? Yes No

If yes provide dimensions and location of marquee/tents/stalls

Please indicate location of marquee/tents/stalls. As underground services are present in Councils Parks - for this reason Tents/ Marquees should be freestanding or weighted with sandbags.

Waste Management and Cleaning

a) Please state what arrangements have been made to minimise waste e.g. recycling stations (need to be organised with a private contractor) and provision of additional garbage bins for the event (Council supplied at cost plus 20%

- a minimum of 2 weeks' notice is required)

If additional bins are required, a Waste Service Application Form for Functions / Events MUST BE COMPLETED.

To download the form visit: www.ryde.nsw.gov.au/wasteserviceevents

Public Liability Insurance

A Public Liability Insurance cover for a minimum of \$20,000.00 is to be supplied by the applications: corporation, associations, sporting clubs, religious organisations and commercial enterprises, individuals who use facilities on more than 10 occasions in any 12 month period.

Have you attached a copy of your Public Liability Insurance? Yes No

PART 4 : DECLARATION

I believe the information provided on this application is correct and true to the best of my knowledge. I have read the Terms and Conditions of hire contained with this application and agree to abide by them. I also undertake to advise the City of Ryde should there be any alterations or additions to the information supplied and to pay any cancellation fees applicable in the event of cancellation by the hirer.

Signature

Date

PART 5 : TERMS AND CONDITIONS

1. This agreement shall come into effect upon the Council serving the Permit on the Hirer.
2. The Hirer must, within the time notified in the Permit, pay to Council the Fee and the Bond.
3. Should the Hirer cancel this agreement, the Hirer shall pay Council the following:
\$93.50 cancellation fee plus any expenses incurred on the facility preparation.
4. The Hirer must use the Facilities only for the Approved Purpose and at the Approved Times.
5. The Hirer must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. The Council may remedy a breach of this clause, the cost of which shall be a debt due from the Hirer to the Council.
6. The Hirer must not use the Facilities at any times that the Council, in its absolute discretion, determines that the Facilities are unfit for use or occupation.
7. Where in this agreement there is a debt due to the Council from the Hirer, the Council may, in its absolute discretion, call upon the Bond to satisfy the debt. In any such event, the Hirer must, as soon as practicable, replenish the Bond.

PART 5 (CONTINUED) : TERMS AND CONDITIONS

8. In accordance with section 5N of the *Civil Liability Act 2002 (NSW)*, the Hirer uses the Facilities at its own risk.
9. The Hirer shall have in effect throughout the term of this agreement a policy of public liability insurance in a sum of \$20,000,000. The policy must note the interest of the Council and must be on terms acceptable to the Council. The Hirer must provide evidence of the currency of the requisite policy upon request by Council. Where the Hirer is in breach of any provision of this clause, the Council may affect its own public liability insurance policy to cover the Hirer's activities under this agreement, the cost of which shall be a debt due to the Council.
10. The Hirer must not do anything that will void or otherwise negatively effect the insurance policy obtained under clause 9 and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
11. The Hirer must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
12. Hirers who are not corporations, associations, sporting clubs, religious organisations and commercial enterprises who use Facilities no more than 10 occasions in any 12 month period may be covered under Council's policy of public liability insurance subject to payment of \$87.00 for each occasion of hire.
13. The Hirer indemnifies the Council against any claim, demand, action, suit or proceeding that May be made or brought against the Council arising from the Hirer's use of the Facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
14. The Hirer must comply with all applicable laws and Australian Standards at all times when using the Facilities, Without limiting the foregoing, the Hirer, in using portable soccer goalposts, must comply with Standards Australia guidelines HB 227-2000 (Portable soccer goalposts – Manufacture, use and storage).
15. The Hirer must, as soon as practicable, make good any damage caused (whether by act or omission) to the Facilities. The Council may remedy any breach of this clause, the cost of which shall be a debt due to the Council from the Hirer.
16. The Hirer must not erect any structures upon the Facilities except for temporary safety equipment (eg. goal post padding)
17. The Hirer must not assign its rights under this agreement without the prior written consent of the Council, which may be withheld at Council's discretion. Any consent given under this clause may be given conditionally.
18. The Hirer must not cause any nuisance to properties within the neighbourhood of the Facilities.
19. The Hirer must not supply or consume alcohol on the Facilities without the Council's written consent which consent may be withheld at Council's discretion and which may be given conditionally.
20. The Hirer must not drive any vehicle onto the Facilities unless there is provision for vehicles by way of roads and parking areas.
21. Council has a policy of not releasing balloons in parks. Please ensure no balloons are released during your event.
22. Where Facilities are being repaired/maintained by Council, the Hirer must, in its use of the Facilities comply with any lawful direction given by the Council.
23. The Hirer warrants that, prior to each use of the Facilities, the Hirer has either:
 - assessed that the toilets, waste receptacles and related amenities provided at the Facilities ("Amenities") are sufficient to serve the needs of the likely number of spectators that will attend the Hirer's event(s); or, if that is not the case
 - obtained the Council's consent to the installation of any additional temporary Amenities to address any deficiency and, at its cost, installed the additional amenities in a proper and workman like manner and in accordance with any directions from Council and other industry standards.
 - Where clause 22(b) applies:
 1. The Hirer shall, as soon as possible after the relevant use of the Facilities, remove any temporary Amenities installed; and
 2. clauses 5 and 15 of this Agreement shall apply to the installation, use and removal of any temporary Amenities.
24. The Hirer must remove any of its members from the Facilities where, in the opinion of the Council, the member misconducts themselves and Council directs their removal.

PART 5 (CONTINUED) : TERMS AND CONDITIONS

25. The Hirer must not charge an entry fee to the Facilities without the prior written consent of the Council, which consent may be withheld at Council's discretion or granted conditionally.
26. The Hirer must not copy any keys made available by the Council to the Hirer for the Facilities. Any such keys must be returned to Council immediately following the completion of this Agreement.
27. A party may terminate this Agreement where the other party fails to pay any money due under this Agreement or commits a material breach of this Agreement. Without limiting the foregoing, a material breach is taken to have occurred where:
 1. a party gives the other party notice to remedy a breach within a reasonable time and the other party fails to remedy the breach within that time; or
 2. there is a breach of clauses 22 or 23 of this Agreement.
28. The Hirer's address for service of any notices under this Agreement shall be the address specified in the Application. Service shall be taken to have been effected in accordance with section 76 of the *Interpretation Act 1987*.

29. Definitions

Application means the "Application for Seasonal Use of Sporting Fields" submitted to the Council by the Hirer

Approved Purpose means the purpose identified in the Permit

Approved Time means the dates and times specified in the Permit

Bond means either:

- cash; or
- an unconditional agreement issued by a bank or other body approved by Council to pay to Council the amount specified in the Permit.

Council means the City of Ryde Council and includes, where the context allows, its employees and authorised agents

Facilities means the facilities identified in the Permit.

Fee means the fee identified in the Permit.

Hirer means the Hirer specified in the Application and includes, where the context allows, the Hirer's employees, agents and invitees.

Permit means a letter issued by the Council to the Hirer approving an Application and specifying the terms and conditions of the approval.