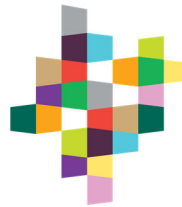


QPRC



Openspacesbookings@qprc.nsw.gov.au

COUNCIL RESERVE ACCESS

Week Day Daily Access (1 to 3 days) – gates will be opened at 7:30am and will be closed at 3:00pm for the days approved by Council.

Consistent Days (3 days or more) / Weekend Access – A refundable ‘*Damages and Key Deposit*’ of \$2000 is required, this deposit will be refunded to the user within 14 days of the Key being returned and a site inspection being conducted by Council Staff, this will be sent back to the user as Electronic Fund Transfer (EFT) please complete key deposit EFT form.

Please Read

Access is permitted to Council’s property subject to the following conditions:-

- You must apply for access to Council’s reserve, 48 hours’ notice is required.
- You must follow existing tracks or paths.
- Queanbeyan-Palerang Regional Council may refuse access at any time
- Any damage that occurs to the Reserve Area including, damaged trees, vandalism, lost key/chain/padlock, will be at the expense of the user.
- Should the key not be returned by the date requested you will forfeit your ‘*Damages and Key Deposit*’ as outlined in the terms and conditions on the back of this form which will cover for the replacement of the key. You will no longer have access to any Council property.
- A Site assessment will be undertaken of the Reserve Area before allowing access and after completion of works. Photographs maybe taken as part of the Site assessment.
- Adhere to terms and conditions

Indemnity

Queanbeyan-Palerang Regional Council is not responsible for any damage, loss or injury received to/by or for the hirer and the associated activities that the hirer and their employees, or agents, or voluntary personnel take part in, when using Council Reserves for Private Property Access or other access as permitted by this agreement. This indemnity survives the expiration or termination of this agreement.

Name:

Address:

.....

Contact Phone Number:

Location of Reserve Gate you require access to (Nearest Street and House Number):

.....

Date Access Required:

Period of Days Required:

Work to be Carried Out: (Additional lines available on back of form if required or attach additional information)

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Terms and Conditions

The Following states the Terms and Conditions that all users must adhere to when an application had been approved by Queanbeyan-Palerang Regional Council, also known as Council.

1 It is the responsibility of the user to comply with the following conditions;

- 1.1 It is the responsibility of the user to ensure that all specific equipment owned by the user meets the Australian standards.
- 1.2 It is the responsibility of the user and NOT Council, to compensate any person who is injured or results in death from faulty equipment, incorrect use of equipment and from not wearing appropriate safety equipment while using Council Property.
- 1.3 It is the responsibility of the user to make Council aware of any issues on Council Property that may result in the possibility of injury or death.
- 1.4 I have read and agree as the user my duty in creating a Risk free environment and will abide by 1.3, 1.4 and 1.5
- 1.5 Refund the Key Deposit via a cheque within 14 days of receiving the Key back

2 Keys, Deposits and additional charges;

- 2.1 The user shall pick up the Keys from the Queanbeyan-Palerang Regional Council Administration Office (257 Crawford Street) between 8:30am and 4:00pm Monday to Friday. Payment in full is required at the time of collecting the Keys.
- 2.2 The user shall return Keys to the Council Administration Office (257 Crawford Street) between 8:30am and 4:00pm Monday to Friday.
- 2.3 Should the Keys not be returned by the requested time, all key deposits will be forfeited. Should the grounds not be within Councils satisfaction, costs will be deducted for repairs from the user's key deposit.

Applicant Signature

3 Councils Responsibility

- 3.1 Open gates at 7:30am and close gates at 3:00pm on the required approved day.
- 3.2 Available in an emergency on 1300 735 025.
- 3.3 Refund the Key Deposit via a cheque within 14 days of receiving the Key back.

Office Use Only

KEY NUMBER: **HOW MANY KEYS:**

TOTAL DEPOSIT PAID: **RECEIPT NUMER:**

KEYS TO BE RETURNED ON:

GL DEPOSIT / REFUND CODE: GL 1-190-8451-RES000

Applicant Signature:

QPRC Officer to Sign: **Date:**

Additional lines for Works to be Carried Out: (If Required):

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COUNCIL RESERVE ACCESS SITE ASSESSMENT FORM

(to be completed by Council Staff)

Customer Name:

Address:

.....

Contact Phone Number:

Location of Reserve Gate Required:

Date Access required:

Period of Days Access Required:

Follow up Assessment Date:.....

Pre-Job Inspection Notes:

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Date / Time Inspection Carried Out:

QPRC Officer: Signature:

Post-Job Inspection Notes / Action Required:

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Date / Time Inspection Carried Out:

QPRC Officer: Signature: