

Open Spaces Application Form – Private Event
Notice of 10 working days must be given prior to the event.

Date of application ____/____/____

Please complete and return to 256 Crawford St, Queanbeyan or PO Box 90, Queanbeyan
 or email to openspacesbookings@qprc.nsw.gov.au

CONTACT INFORMATION			
Name			
Mobile			
Email			
Organisation			
Postal Address			
EVENT DETAILS			
Name of Event			
Set Up Date		Pack Up Date	
Event Date			
Start Time		Finish Time	
Approx. number of people		Power Box access	

Brief description of event:

LOCATION ✓ (please tick)

- | | | |
|---|--|--|
| <input type="checkbox"/> Showground (Full) | <input type="checkbox"/> Queanbeyan Park | <input type="checkbox"/> Train Carriage |
| <input type="checkbox"/> Pavilion | <input type="checkbox"/> Sunken Gardens | <input type="checkbox"/> Beltana Park |
| <input type="checkbox"/> Grandstand incl. kitchen | <input type="checkbox"/> BBQ & Surrounds | <input type="checkbox"/> Queen Elizabeth 2 BBQ and Surrounds |
| <input type="checkbox"/> Grandstand excl. kitchen | | <input type="checkbox"/> Other – please specify |
| <input type="checkbox"/> Poultry Shed | | |
| <input type="checkbox"/> Farrer Place | | |
| <input type="checkbox"/> Arena | | |

TYPE OF EVENT ✓ (please tick)

- | | | |
|--|---------------------------------------|---|
| <input type="checkbox"/> Birthday Party | <input type="checkbox"/> School Event | <input type="checkbox"/> Wedding |
| <input type="checkbox"/> Community event | <input type="checkbox"/> Baby Shower | <input type="checkbox"/> Other - please specify |

Terms and Conditions

The following states the Terms and Conditions that all hirers must adhere to when an application has been approved by Queanbeyan-Palerang Regional Council, also known as Council.
Applications take a minimum of 7-14 days to process.

It is the responsibility of the hirer to comply with the following.

- 1.1. Conduct a risk assessment of the ground before each use of hire and ensure there is no risk to spectators and participants.
- 1.2. The initial first assessment must have checked all facilities, ground equipment, ground surface, fencing etc. to ensure all the area is suitable for the purpose of hiring through a thorough Risk assessment with a Council Officer. Please book in advance.
- 1.3. It is the responsibility of the hirer to ensure that all specific equipment owned by the hirer meets the Australian standards.
- 1.4. It is the responsibility of the hirer 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 hired facilities
- 1.5. It is the responsibility of the hirer to make Council aware of any issues on Council facilities that may result in the possibility of injury or death.
- 1.6. I have read and agree as the hirer my duty in creating a risk-free environment and will abide by 1.1, 1.2, 1.3, 1.4 and 1.5.

Sign 1.....

Sign 2.....

2. Facilities & Cleaning

- 2.1. Use of facilities will be restricted to the date and time submitted on application (includes set up and clean up period).
- 2.2. Unlock and lock facilities including all gates
- 2.3. Leave grounds & facilities clean, tidy & ensure all equipment is away and not left on the premises
- 2.4. It is the responsibility of the hirer to contact Council's Waste Minimisation Co-ordinator on ph: (02) 6285 6192 for the arrangement of bins.
- 2.5. At the end of hire period the premises will be free of all hirer's equipment and belongings
- 2.6. Repair or pay for the cost of any damaged caused by the hirer to the facility / premises
- 2.6.1. Acts of vandalism should be reported immediately on 6298 1234(on call line)
- 2.7. Hirer will meet any cost incurred for breach of the terms and conditions
- 2.8. Council reserves the right at any time to withdraw approval given to any hirer of council facilities
- 2.9. The hirer should ring 6285 6506 to ensure the ground is open on the hire date.
- 2.10. The hirer acknowledges that the facilities and grounds will be hired to other organisations and user groups
- 2.11. If the hirer uses any electrical equipment as part of the event, the hirer shall ensure that the equipment is in a safe and usable condition and has been tested and tagged as such.

3. Grounds

- 3.1. The hirer shall not erect equipment, stakes into the ground or drive motor vehicles on the premises without prior approval from Council
- 3.2. Facilities and ground markings should not be amended without prior approval from council
- 3.3. The hirer will ensure all vehicles park in the designated parking area, not on reserves or sport grounds

4. Policies, Public Liability & Indemnity

- 4.1 The hirer in the case of a club, organisation, community event and non-private function shall take out Public Liability and Indemnity of no LESS than 20million dollars unless other arrangements have been made.
- 4.2 The hirer must submit a Public Liability and Indemnity Certificate of Currency with the application form.
- 4.2.1 For a large event, Council may request 30million dollars for Public Liability and Insurance
- 4.3 The hirer shall at all times while using the facilities in this agreement keep Council indemnified against all claims, demands, actions & suits while the hirer is using the facilities where an injury and or damage to any member of the public has occurred.
- 4.4 If the hirer arranges for the provision of equipment to provide rides, jumping structures or similar to participants of the event, the hirer shall indemnify the council against any claims demands, actions as such that may arise from the use of such equipment.

4.5 The hirer shall comply with all notices, orders, by-laws, regulations and requirements of the Council and any other governmental or public authority imposing any liability on the hirer in respect of the use of facilities.

4.6 The hirer shall not use the hired facility for anything other than the approved hire application activity.

4.7 All equipment owned by the hirer is the responsibility of the hirer and not Council. The hirer must ensure that all safety equipment for their sport / activity is adhered to the National standards and sport / activity code.

4.8 All hirers must be able to produce an "on the spot" copy of their facility hire confirmation when requested by a Council Officer or Law enforcement.

4.9 If the equipment provided in 4.4 is supplied by an external party, the hirer shall ensure that current Public Liability Insurance to the amount of \$20 Million is held by the external party.

5 Keys, Deposits, and additional charges

5.1 The hirer shall pick keys up from the Council Office. A receipt of key & cleaning deposit payment in full is required at the time.

5.2 The hirer shall return keys to the Council Office:

5.3 Should the keys not be returned by the requested time all key & cleaning deposits and facility hire be forfeited

5.4 Should the grounds and premises not be within Councils satisfaction, costs will be deducted for cleaning from the hirer's key and cleaning deposit.

5.5 Spot checks will be performed throughout the hirers use, should unapproved structures, equipment and use of facilities be found –additional charges will be warranted at the cost of the hirer.

6 Council Responsibility

6.1 Once a week amenities (for public use) be cleaned

6.2 Once a week rubbish collection from sportsground

6.3 Line Markings and Maintenance of facilities

6.4 Available in an emergency on 6298 1234

6.5 Weekend Cleaners hotline 6298 1234 should the premises have litter or dangerous materials

6.6 Inspect grounds to ensure they are suitable for hiring, providing a 24hr hotline for ground closures – 6285 6506

7 Other Special Requirements

Acknowledgement

I, _____ as the event organiser, apply for approval to host an event in the Queanbeyan-Palerang Regional Council area, acknowledge that the information and completed actions in my application are true and correct. I accept responsibility of the facility/park/ground/reserve during the specified hire period and will ensure compliance with Queanbeyan-Palerang Regional Council condition of hire and local laws.

I will indemnify Queanbeyan-Palerang Regional Council against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or wilful actions. I will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

The hirer (organisation or private) will be held accountable for the Terms & Conditions. Should the signature resign from the position, a new signed set of Terms & Conditions will need to be declared.

Signature:

Date:

Print Name:

QPRC Officer to sign: