



APPLICATION – HIRE OF COUNCIL FACILITIES

Organisations Name

Contact Person

Postal Address

Street Address

Phone (bh) (ah) Mobile

Fax Email

Name of Area/Location of Event.....

Date of Event Start Date (bump in) Finish Date (bump out).....

Time of Event Start Time Finish Time.....

Type of Activity: Commercial Community Individual

Type of Event eg. wedding ceremony/cricket match/music festival.....

Name of Event (if applicable)

Power Required No Yes (NB: power is not available at every Council facility)

Power Required will be Used for

Are you Introducing Alcohol No Selling Consuming (BYO)
(a further form may be required)

Estimated Number of People Attending

Introducing any Infrastructure eg. staging/marquee/jumping castle No Yes (provide details)
.....

Special Requirements eg. vehicle access/access to water No Yes (provide details)
.....

Depending on your event, Public Liability Insurance, a hire fee, a refundable security/cleaning/key deposit and/or an on-site meeting may be required. This will be established after lodging this application.

Privacy Statement

The information requested by this form is being collected by Council for the purpose of arranging access and use of Darwin City Council facilities. Your application will not be able to be processed if you do not provide this information. Your personal information is managed in accordance with Council's privacy policy which is available at www.darwin.nt.gov.au or on request from the Council office (Civic Centre, Harry Chan Avenue). Council may only disclose the information provided by you if required or authorised by law, or in accordance with our privacy policy. You may obtain access to your personal information by submitting an application form available at Council or on Council's website, or by contacting the "Manager, Corporate Information" (08) 89300 300.

Please read and sign the attached Conditions of Use

CONDITIONS OF USE

1. The hirer shall be responsible for any damage to fixtures, gardens, lawns and anything within the area of hire during the period of hire and shall reimburse Council for any repairs or replacement.
2. Any damage which is not considered to be normal wear and tear will result in the forfeiture of all or part of security deposit.
3. No vehicles are to be driven upon a park, reserve or oval without approval of Council. To prevent root zone compaction, no vehicular traffic to be permitted within a diameter twice that of a tree's crown perimeter.
4. No pegs, stakes or other like devices are to be driven into the surface of a park, reserve or oval without approval of Council.
5. No footpath, carriageway or access area is to be obstructed by hirer.
6. Council reserves the right to exclude or prohibit entertainment or exhibition activities that may include adult or children's entertainment facilities or devices such as water slides, jumping castles, motorised trains and general carnival style rides and attractions. Council may approve at its discretion operators whom are accredited, licenced and hold approved insurance.
7. The hirer is responsible for daily collection and disposal of all introduced litter. The hirer shall not allow any confetti, cooking oil, fat or similar substance to be spilt upon the area. Failure to leave the area clean and tidy will result in Council employees cleaning up the area and the hirer paying the cost of labour and equipment used at the rates under the current Schedule of Fees & Charges. An area used for an evening function must be cleaned up by 10.00 am the following morning.
8. The issue of a Hire of Council Facilities permit does not entitle the hirer to exclusive use of the area. Council reserves the right to refuse any booking. The permit to access may be revoked if weather conditions do not permit a trafficable, vehicular or pedestrian use within any given area.
9. All functions/events are to be completed by 12.00 midnight. Failure to do so will result in forfeiture of security deposit.
10. The hirer shall, during the term of the hire and at the discretion of Council, keep in force a policy of public liability insurance for an amount not less than \$10,000,000 in the name of the hirer and the Darwin City Council.
11. The hirer shall also be solely liable for and shall indemnify and keep indemnified the Darwin City Council against death of, or injury to the hirer or his employees or subcontractors, or damage to property which arises howsoever out of or in connection with the hire and against all liability, loss, damage, actions, proceedings, claims etc brought against the Darwin City Council (whether at law or under any statute or otherwise howsoever), in respect or in connection with or in consequence of such death or injury or damage to property.

The hirer shall, at all times, when required by the Darwin City Council, produce the policy for such insurance and the receipts for the premium paid in respect thereof.

12. The hirer shall ensure that no food is sold at this function/event without a Territory Health Services Permit. Stallholders must comply with all relevant legislation. Darwin City Council requires a copy of the approved permit, before a Hire of Council Facilities is issued.

I/We have read and understood the conditions and undertake to abide by and comply with all the conditions above and any special conditions of approval, which the Council may impose as part of the Hire of Council Facilities issued.

Name.....

Signature.....Date.....