

In person: 104 Hovell St, Wodonga, VIC 3690

Phone: (02) 6022 9300

Post: PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322 **Email:** info@wodonga.vic.gov.au

Wodonga Council (herein after referred to as the council) has a range of community parks and gardens for hire. This application should be used by organisations or individuals seeking to:

- Book a council park or reserve;
- Conduct an event in a council park or reserve; or,
- Conduct a commercial/business activity within an open space.

The booking and event permit process aims to ensure events and activities comply with relevant legislation and local laws, that activities are appropriate for the space and do not conflict with other activities, including the enjoyment of residents and visitors, and to ensure the appropriate scheduling of park maintenance.

Terms and conditions

Applicants must agree to the standard terms and conditions for the hire of parks/reserves (attached). Additional terms and conditions may be necessary depending upon the event or activity taking place.

Permits, licences, permissions

A range of permits, licences and permissions from the council and other authorities may be required for an event/activity being held on council-owned land. It is the responsibility of the event organiser to ensure the event obtains all necessary permissions prior to access to the park or reserve.

Event application details	Contact name:
	Event organisation:
	Unit number: Street number: Street name:
	Suburb: State: Post code:
	Phone: Mobile:
	Incorporation number:
	Email:
	ABN:
Event details	Event name:
	Describe the main purpose of the event/activity:
	Event date/s:
	Set-up time:
	Pack-down time:
	Estimated number of participants: _____, _____ per cent local _____ per cent non-local
	Estimated number of spectators: _____, _____ per cent local _____ per cent non-local
	Event entry costs: Free entry Voluntary donation Admission/fees \$__
	What is your website for the event?
	What is your Facebook page for the event?
Contact details	Contact during event (these details may be used on the day of the event by council staff)
	Name: _____
	Mobile: _____
	Contact for public enquiries (if different from above)
Name: _____	
Mobile: _____	

Venue	<p>Please tick the park/area/facility required:</p> <p>Baranduda Reserve: whole area Skate Park</p> <p>Gateway Island amphitheatre (PLEASE NOTE: Permission from Department of Environment and Primary Industries (depi.vic.gov.au) may also be required if you plan to use land near the Murray River.</p> <p>Gateway Village Circus Space (PLEASE NOTE: charges apply)</p> <p>Kelly Park</p> <p>Les Stone Park</p> <p>Sumsion Gardens: whole area Belvoir Park car park/entrance Sumsion Gardens gazebo</p> <p>Willow Park: whole area James Scott Memorial Skate Park</p> <p>Woodland Grove (PLEASE NOTE: For events/activities held at Woodland Grove the council require the War Memorial to be roped off. Please collect the chain from the council and return to the office on the first working day after the event. People using Woodland Grove are asked to ensure that the war memorial is treated with the respect that it deserves and acknowledge the high esteem it is held in.)</p> <p>Other, please specify: _____</p>
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Detail what vehicles will come on to the event site and why they are required	Type of vehicle	Number of vehicles	Purpose	Times on-site
<i>Please indicate on your site map where the vehicles will travel</i>				

Event application

Please complete the following checklist relating to your upcoming event. To have your event evaluated page 4 lists additional document required to be submitted along with this application.

	Requirement	Yes	No	Compliance, permits and permissions that may be required for approval
Venue	1. Are you installing fencing or temporary barriers? If yes, please list type (for example, star pickets, free standing) and size	Yes	No	
	2. Do you wish to access the venue's electrical outlets? Please list each piece of electrical equipment you will use and their amperage requirements?	Yes	No	All electrical leads are to be tagged and tested in accordance with WorkSafe requirements prior to use.
	3. Do you wish to access water outlets from the venue? If yes, list what you will use the water for?	Yes	No	
	4. Do you require ground preparation or other assistance from the council? a. Lawn mowing b. Irrigation marking c. Power line marking d. Other (please specify): _____	Yes Yes Yes Yes	No No No No	<i>For other, the council will provide quote if required</i>
Traffic and parking	5. Will the event require any road or street closure?	Yes	No	If yes, you will be required to provide a traffic management plan that is developed by a qualified traffic management company. You will also be required to apply for a Temporary Road Closure permit from the council. Approval and/or permit from Victoria Police may be required, along with VicRoads and other emergency services.
	6. Will there be an increase in road congestion in the area?	Yes	No	
	7. Will there be restricted access to, or require the use of footpaths or public car parks?	Yes	No	
	8. Will there be parking beyond the immediate event site?	Yes	No	

	9. Will you be erecting any roadside signage? You should ensure that your public liability insurance covers signage.	Yes	No	Local Laws permit from the council must be obtained.
	10. Are you providing disabled parking at your event?	Yes	No	
Temporary structures	11. Will your event be held in a place >500m ² to which admission is charged	Yes	No	A place of public entertainment permit from the council may be required.
	12. Will your event have: a. Seating stands for more than 20 persons?	Yes	No	
	b. Tent or marquees with a floor area more than 100m ²	Yes	No	
	c. Stage exceeding 150m ² in floor area?	Yes	No	
	13. Will your event have: a. Mechanical rides? b. Jumping castle or other inflatables? c. Animal nursery or pony rides (hand washing facilities MUST be accessible by the nurse exit/post rides)	Yes Yes Yes	No No No	If yes to any, you must provide a copy of the Certificate of Currency (Public Liability insurance) with a minimum of \$20 million of the external contractor to the council. The device must meet current Australian Standards.
Public health and safety	14. Will food or beverages be sold or served at the event (for example, sausage sizzle)	Yes	No	Under the <i>Victorian Food Act</i> , all food vendors must register on Streatrader (streatrader.health.vic.gov) a minimum 14 days prior to the event.
	15. Will you be using existing bins at the venue for your event?	Yes	No	
	16. Do you require additional bins for your event? If yes, \$20 per set (general waste and recycle) for a maximum of 10 sets can be supplied by the council.	Yes	No	Should you have greater waste needs, please contact Cleanaway Transpacific on (02) 6024 4590.
	17. Do you wish to access public toilets at the venue?	Yes	No	
	18. Do you require the public toilets to be cleaned: a. Before b. During (additional charges may apply) c. After your event (additional charges may apply)	Yes Yes Yes	No No No	
	19. Will you use portable toilet facilities?	Yes	No	
	20. Will there be fireworks, firecrackers or pyrotechnics?	Yes	No	You will be required to apply to WorkSafe and CFA for a permit to conduct fireworks. Please ensure you provide a copy of the permits to the council along with a Local Law permit.
	21. Will there be amplified noise, such as speakers or broadcast equipment.	Yes	No	A local law permit is required for amplified noise
Alcohol	22. Will alcohol be consumed?	Yes	No	A Local Law permit is required from alcohol consumed in a park from sunset to sunrise.
	23. Will alcohol be sold or served?	Yes	No	A Liquor License from the Victorian Commission for Gambling and Liquor Regulation is required. A copy of the liquor license must be provided to the council prior to your event/activity, as well as a plan to prevent under age alcohol consumption.

If you answered yes to any of the above questions, a member of the the council's civic services team will be in touch soon. *PLEASE NOTE: Wodonga Council requires ten (10) working days to process any permit so please ensure you complete this paperwork as promptly as possible.*

Public notification	Describe how you intend to notify local residents, businesses, participants and spectators about your proposed event?
	Is there anything else you would like to tell the council about your event/activity?

Event application checklist/attachments

	Yes	No	N/A
Certificate of Currency for Public Liability Insurance (minimum \$10 million cover). You must ensure your insurance covers your event or activity.			
Site Plan is required if you have answered 'yes' to the following questions: 1, 9, 12 and 19			
Risk Management Plan is required if you have answered 'yes' to the following questions: 5, 12, 13, 20, 21 and 22			
Traffic Management Plan			
Liquor licence			
Permits from other authorities			

Applicant's declaration and agreement

I am authorised to lodge this application seeking approval to host an event within the city of Wodonga. I acknowledge that the information contained in this form is true and correct and that the event will fully comply with the conditions of the event approval and other conditions as required by Wodonga Council. I have read the terms and conditions. I have read and understand the council's *Event Management Planning Guide*. (wodonga.vic.gov.au)

Contact name: _____

Signature of applicant: _____ Date: _____

Enquiries: Events team at Wodonga Council (02) 6022 9300 or info@wodonga.vic.gov.au

Deliver to: Events,
104 Hovell St,
Wodonga,
VIC 3690

OR

Post to: Events,
Wodonga Council,
PO Box 923,
Wodonga,
VIC 3689

Fax to: (02) 6022 9322

OFFICE USE ONLY		
Date:		
Public Liability Insurance	Own	The council
Permit required:		
Booking Number:		

Hire of parks and reserves terms and conditions

Bookings

Complete and return this parks and reserves booking form within 14 calendar days. Confirmation of booking will be acknowledged via a signed approval letter and bookings should not be considered confirmed until this letter is received.

PLEASE NOTE: This is a public park/reserve and does not entitle the user to exclusive use of the facility (including barbecue facilities).

All roadways surrounding the park/reserve should be left clear at all times.

Council officers have the right to refuse, request changes or terminate a booking for inappropriate use of asset. Hirers may be required to provide full details of entertainment on request.

Trees located on the park/reserve are not to be used for securing any items or signage

All equipment and decorations provided by the hirer must be removed from the site post event.

Subletting of park/reserve is not permitted without the council's written consent.

No pegs or spikes allowed in ground (to hold down structures/marquees), without the council's written consent*. The council can provide information on irrigation lines.

Vehicles are not allowed in parks/reserves without the council's written consent.

Smoking is prohibited within 10 metres of outdoor public children's playground equipment, skate parks and sporting venues during organised underage sporting events.

The council may cancel bookings at short notice due to inclement weather or ground conditions.

For bookings that can involve large numbers of participants, significant structures, and/or OH&S risks, further application process, conditions and requests may apply.

The user must be at the reserve at all times during the booking period and must provide a proper number of competent attendants and supervisors to ensure the efficient supervision and safety of people within the reserve and associated facilities.

The council reserves the right to expel person/s or terminate the function due to any breach or condition of hire and/or misconduct by patrons.

The council reserves the right to request external security for higher-risk functions at a cost to the hirer.

The council's access/limit of use

Authorised council officers are entitled to access all parks/reserves regardless of bookings.

The user must comply with all local laws, liquor licence regulations, *Environmental Protection Act*, *Health Act* or any regulations for the care, protection and management of the facility used.

Damage

The user will take steps to ensure activity or event patrons will not cause damage or defacement to reserves or site

equipment. Failure to adhere to the above will result in charges to restore the facility to an appropriate condition.

Indemnity

The user agrees to indemnify and keep indemnified Wodonga Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them or any of them arising from the user's performance or purported performance of its obligations under this user agreement and be directly related to the negligent acts, errors or omission of the user.

The user's liability to indemnify Wodonga City Council shall be reduced proportionally to the extent that any act or omission of Wodonga Council, its servants or agents, contributed to the loss of liability.

Insurance

Public liability insurance will be required for all organised commercial, community and private activities on council land.

PLEASE NOTE: Short-term insurance cover may be available to purchase through the council. Please contact the council to discuss such cover.

Keys

Keys are required for some council parks and reserves, barbecue areas, lights and areas requiring power.

Keys are issued from the council's office and are to be returned to the office on the first working day after the event.

Litter

You are to remove any rubbish and ensure the park is in a neat and tidy condition at the completion of use.

If the council needs to remove any rubbish left behind, you will be charged accordingly, and an invoice issued for payment.

Dispute Resolution:

If a dispute or difference between the parties arises in connection with the Contract, then either party may deliver by hand a written notice of dispute identifying and providing details of the dispute. Within 10 Business Days of the giving of a notice of dispute, the parties shall together confer at least once to attempt to resolve the dispute or to agree on resolving the dispute by other means. If the dispute has not been resolved within 20 Business Days of the giving of a notice of dispute, that dispute shall be referred to arbitration. Arbitration shall be effected by an arbitrator nominated by the Chairperson of the Chapter of The Institute of Arbitrators and Mediators Australia (Victorian Chapter). Arbitration shall be conducted in accordance with the Rules of the Institute of Arbitrators and Mediators Australia for the Conduct of Commercial Arbitrations.

* For smaller marquees, the council prefers weighting the legs to secure the marquee.

Additional terms and conditions for Gateway Village Circus Space

Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.

There is an additional daily fee to cover utility charges whilst the circus site is occupied.

A 20 per cent deposit is payable within five working days of the date of booking.

Balance of payment must be made at least five working days before the date of hire, unless prior arrangements are made and approved by council staff.

A deposit will only be refunded or transferred on cancellations received no less than 30 days prior to the day of the proposed hire, in exceptional circumstances and at the discretion of council staff.

Wodonga Council staff members have the discretion to request a bond of up to \$1000 excluding GST for any event held at Circus Space, or to increase/decrease the amount of the bond in special circumstances, subject to prior notification to the hirer. This bond must also be paid no less than five working days before the date of hire.

The full bond will be refunded within 10 working days of the completion of hire, after a satisfactory inspection of the premises and/or associated equipment and return of any council keys.

If the inspection of premises is unsatisfactory, payment for making good the damage will be deducted from the bond, and the balance refunded. If the cost of repairs/cleaning is more than the bond, the hirer agrees to pay the council, the cost of making good the damage and to accept the decision of council staff on the extent of such damage. However, the Hirer will not be liable for the costs of any damage caused by the council or its servants and agents.

The adjoining car park to Circus Space cannot be used for camping or storage of equipment associated with the event.

At completion of the event, Circus Space must be secured and the key returned (if applicable) to the council's Hovell St office, or as otherwise instructed unless a staff member is present.

The key remains the property of the council and must not be copied or given to a third party.

Additional permits may be required if the hirer is conducting the following activities and the hirer should liaise with the council permits team well in advance of the event.

- If there are animals on site.
- If event personnel are planning to camp on site.