

| SECTION 1 – APPLICANT DETAILS | | | |
|---|--|---------------------|--|
| Organisation name: | | | |
| Mail postal address: | | | |
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| SECTION 2 – APPLICANT CONTACT INFORMATION | | | |
| Contact name: | | Position: | |
| Work phone: | | Home phone: | |
| Mobile: | | Fax: | |
| Email: | | | |
| SECTION 3 – EVENT DETAILS | | | |
| Open space or amenities name: | | | |
| List areas/Location: | | | |
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| Purpose of booking: Please describe the activities that will be undertaken as part of the booking. | | | |
| Type of event: | <input type="checkbox"/> Sporting activity <input type="checkbox"/> Private event <input type="checkbox"/> Public event <input type="checkbox"/> Fundraiser/Charity (1 day only) | | |
| Date(s) of use: | | | |
| Start time: | | Finish time: | |
| No. of participants: | No. of spectators: | | |
| | No. of stall holders: | | |
| SECTION 4 – FEES AND CHARGES incl GST | | | |
| Fees and charges will be charged as per Council's annual fees and charges, see link below: https://www.murrayriver.nsw.gov.au/Council/Forms-and-documents/Revenue-Policy-including-fees-and-charges | | | |

SECTION 5 – EVENT REQUIREMENTS

DO YOU REQUIRE:

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| Access to toilets: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Keys may be required to access toilets. A refundable key bond of \$10 per key is required. |
| Access to dressing sheds: (where available) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Keys will be required to access dressing sheds. A refundable key bond of \$10 per key is required. |
| Access to canteen: (where available) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Canteen use to be negotiated directly between the casual and seasonal user of this facility. |
| Access to lighting: (where available) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Please specify time floodlights are to be used: |
| Additional waste services: (extra bins will incur a charge) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Please provide details on type of waste to be generated, how many meals will be served during the event (e.g. lunch and dinner)? Will soft drinks and alcohol be consumed? Do you expect you will need waste collection services during the event? If additional bins are required, please specify the preferred delivery location? |
| Access to electricity: | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Please specify electrical equipment to be used and location of use: |
| Are you erecting any temporary structures? (including stalls) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Type: |
| | | | Size: |
| | | | Quantity: |
| | | | Location: please attach a sketch plan of the site. |
| | | | If the structure is within the development standards in State Environmental Planning Policy (Exempt and Complying Development) 2008 , it will need development consent from Council. To check which structures are exempt from development consent, please contact Council's planning department, or read the SEPP, which can be found here - https://www.legislation.nsw.gov.au/#/view/EPI/2008/572 |

MRC Casual Hire Application Outdoor Spaces

ABN: 30 308 161 484 | PO Box 906, Moama NSW 2731
1300 087 004 | admin@murrayriver.nsw.gov.au

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| <p>Are you selling food?</p> <p>Food providers at events must comply with NSW Food Act 2003, NSW Food Regulation, Food Safety Standards and NSW Food Authority - Food Handling Guidelines for Temporary Events.</p> <p>The Food Act requires that all permanent, mobile and temporary food businesses be registered with the relevant authorities prior to commencing trade. To register a food business with Murray River Council, complete the <i>Retail Food Registration</i> form available on Council's website.</p> <p>*Charity Fundraising</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | Type(s) of food to be sold: | |
| | | | Will the food be provided by a business? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | | | Will the food be provided by volunteers? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| | | | Type of food premise: e.g. canteen, food van, bbq. | |
| | | | <p>If using business(es) to provide food, please note below, or attach a list of the business name(s) and contact details of the retail food business(es).</p> <p>Fact sheet supplied <input type="checkbox"/> YES <input type="checkbox"/> NO</p> | |
| <p>Are you selling or supplying alcohol?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <p>If yes, a copy of approved Liquor Licence must be attached when submitting this form. Further information can be found here - https://www.liquorandgaming.nsw.gov.au/operating-a-business/liquor-licences/liquor-licence-types</p> | |
| <p>Are you using amplified sound?</p> <p>Please note where the noise level exceeds 55 decibels at the property boundary and the nearest residential receptor is within 250 metres, and the event will extend beyond midnight, Development Application approval may be required.</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | Equipment type: | |
| | | | Noise level (decibels): | |
| | | | Time of use: | From: To: |
| <p>Are you using amusement devices?</p> <p>(Public Liability Insurance of hire company must be attached when submitting this form).</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | Type of rides: | |
| | | | Please provide a sketch plan identifying the location of the rides | |
| | | | Company name: | |
| <p>Will there be fireworks?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <p>If yes, please provide appropriate accreditation of the licenced Pyro technician and description of the type of pyrotechnic display together with the necessary approvals.</p> | |
| <p>Do you have a Covid-safe Plan?</p> | <input type="checkbox"/> YES <input type="checkbox"/> NO | <input type="checkbox"/> YES <input type="checkbox"/> NO | <p>Please note a Covid Safe Plan for events is no longer mandatory, however it is still recommended. Further information can be found here – https://www.nsw.gov.au/covid-19/business/safety-plans</p> | |

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| <p>Do you hold the relevant authority to fundraise?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <p>Further information can be found here - https://www.nsw.gov.au/money-and-taxes/charitable-fundraising/apply-for-an-authority-to-fundraise</p> |
| <p>Will children be involved in your event?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <p>If yes, do those individuals who are required to hold a Working With Children Check, have a valid Working With Children Check? Further information can be found here - https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check</p> |
| <p>Have you informed NSW Police of the event?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <p>Events conducted on public or private land may require notification to NSW Police under the Summary Offences Act 1988 for approval as a place of public gathering, defined as a group of people who gather in a public place for a common purpose. A Notice of Intention can be found here - https://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf</p> |
| <p>Will your event impact on traffic, parking and pedestrian access and/or safety that differs from the usual use of the space?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <p>If yes, a Traffic Management Plan (TMP) is required. The TMP will need to be approved by Council's Traffic Management Committee. The TMP must be attached when this form is submitted. It may take up to 90 days for the TMP to receive approval from NSW Roads and Maritime, please allow plenty of time for this process.</p> <p>If you are unsure if a TMP is required, please contact Council's Road Safety Officer on 1300 087 004. If a TMP (incorporating a traffic control plan) is required, it is the responsibility of the event organiser to engage a professional who has Traffic Control Work and Prepare Work Zone qualifications from Safe Work NSW to do this Plan.</p> |
| <p>Has a Risk Management Plan been completed and attached to this form?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <p>Any event being held on Council land requires a Risk Management Plan to be completed and submitted to Council. A copy of the Risk Management Plan <u>must be</u> submitted with this form. An example Risk Management Plan can be provided, should you wish to use it as a guide. *Please note not mandatory for charity stalls.</p> |
| <p>Has a copy of the Public Liability Insurance Certificate of Currency (minimum \$20 million) been attached to this form?</p> | <input type="checkbox"/> YES | <input type="checkbox"/> NO | <p>Any event being held on Council land requires a minimum of \$20 million Public Liability Insurance. A copy of the Certificate of Currency, which notes Murray River Council as an interested party, <u>must be</u> submitted with this form.</p> <p>Non-profit community organisations may be eligible for cover under Council's insurance cover. Contact Council for further information. Applicants must have organised insurance cover prior to submitting this application form (and attached evidence of this).</p> |

SECTION 5 – ATTACHMENTS

All required, supporting documentation **must be** attached at the time of submitting this form. If required, have you attached the following documents to your application?

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| Sketched site plan of temporary structures | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| List of registered food vendors | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Copy of approved Liquor Licence | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| If using amusement rides, site plan and PL Insurance details of hire company | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Covid-safe Plan | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Traffic Management Plan (and traffic control plan) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Risk Management Plan | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| PL insurance certificate of currency, noting Murray River Council - mandatory | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| Any other documentation to support your application | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

SECTION 6 – PAYMENT DETAILS

Applicant will receive an invoice upon confirmation of booking.

SECTION 7 – CASUAL HIRE AGREEMENT

I, the undersigned, agree to ensure that all individuals, members and groups using the facility as a result of this booking request, will abide by the conditions detailed in the Schedule of Conditions, below, and any additional instructions from Council. The information supplied on this Application Form is, to the best of my knowledge, true and correct. Should there be any changes to this information, I will advise Murray River Council immediately.

| | | | |
|-------------------------------|--|------------------|--|
| Applicant Name: | | Position: | |
| Applicant's Signature: | | Date: | |

SECTION 8 – PLEASE RETURN COMPLETED APPLICATION FORM AND ALL ATTACHMENTS:

- In Person - Murray River Council Moama Branch Office, 52 Perricoota Road, Moama, NSW 2731 or 15 Murray Street, Barham, NSW 2732
- By Mail - The Booking Officer, Murray River Council, PO Box 906, Moama NSW 2731
- By Email - admin@murrayriver.nsw.gov.au

Privacy Statement: The privacy of your information that you have provided to Council is vitally important to us. Please refer to our Privacy Statement by clicking on www.murrayriver.nsw.gov.au/privacy-statement

SCHEDULE OF CONDITIONS

Failure to comply with these conditions could result in the withdrawal of future approvals, the recovery of costs and/or the institution of legal action.

1. The ground and amenities are to be left clean and tidy. Failure to do so will invoke an additional charge for cleaning. User is to ensure all rubbish is to be removed or placed in the bins provided.
2. Users are not required to vacuum, or clean the toilets, as these are included in the hire fee. However, additional cleaning charges may be charged, or deducted from the bond, if it is determined by Council that the facility has been left in a state where additional cleaning is required.
3. The facilities are to be opened and closed by a responsible person and the keys returned to Council on the following business day after use.
4. Keys are not to be copied and all keys or locks lost or damaged are to be paid for by the user.
5. All damage to grounds and facilities caused by the user will be charged thereto.
6. Canned beverages only can be taken onto sportsgrounds and lawned areas, under no circumstances are patrons permitted to take glass bottles or receptacles onto the grounds.
7. No fires are to be lit on the sportsgrounds or lawn areas.
8. Council reserves the right to prohibit the use of sportsgrounds and lawned areas in the event of heavy rain, in times of drought, or where damage is likely to be caused to turf wickets, playing areas and lawned areas. It is the responsibility of the user to ascertain from Council the extent of such prohibition.
9. When used by children, a responsible person (association, organisation) must be appointed in charge.
10. Shade tents and other temporary structures, if approved, shall be placed as directed and all pegs removed on dismantling.
11. If a user organises any form of equipment (either privately owned or hired from a third party), is bought onto the grounds or amenities, then the user is to arrange the removal of that equipment from the ground or amenities on the same day, or it is to be remained locked in the ground or amenities until the next normal working day before being removed. Alternatively, the ground or amenities may be opened outside normal working hours to allow the person or organisation to remove the equipment, subject to that person or organisation agreeing to meet the full costs incurred by Council for the "call out".
12. Council is to be indemnified against any claims for liability connected with the hirer's use and control of the area. A copy of the Certificate of Currency for Public Liability Insurance (minimum \$20M) with Murray River Council noted as an 'Interested Party' is to be forwarded to Council prior to the event.
13. Use of the cricket ovals during the summer (cricket) season is to be conducted away from cricket turf wickets.
14. Line painting for specific events is the responsibility of the User. Water based paint only shall be used for the line marking.
15. Vehicles are not permitted on sports grounds and lawn areas at any time, unless approval is obtained from Council, prior to the event.
16. Users must adhere to all COVID-19 conditions as per the NSW Health advice - <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/default.aspx>

For further information, please call 1300 087 004 or email admin@murrayriver.nsw.gov.au

Please note:

Some events may require Development Application (DA) approval from Council prior to commencing. This may take a few months to process, so if your event does require DA approval please ensure you have enough time to complete the relevant forms (found on Council's website) and for the approval process.

Council's Event Policy states:

Unless the use of the land is usually used for the holding of events of a type and size that are being proposed, **an event will require a Development Application (DA) from Council if:**

1. the number of guests is likely to cause adverse traffic impacts or impacts on the amenity of others, defined as more than 800 guests attending the event, or
2. a noise level exceeding 55 decibels at the property boundary is proposed and the nearest residential receptor is within 250 metres of the land on which the event is to be conducted and the event will extend beyond midnight,
3. the frequency of events is more than once in any month or 12 occasions in any year.

Further information about submitting a DA can be obtained from Council's Planning Department.