



LOCAL LAWS

APPLICATION FOR EVENTS IN PUBLIC PLACES

Collection Notice

We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.

Fields marked with a red asterisk (*) must be filled out.

Business / Organisation Details:

Applicant Name*:	
Organisation:	
Organisation / Applicant Postal Address*:	
Contact Name*:	Phone*:

Event Details*:

Type of Event:	<input type="checkbox"/>	Wedding	<input type="checkbox"/>	Family Function	<input type="checkbox"/>	Community Function
	<input type="checkbox"/>	Business Function	<input type="checkbox"/>	Sporting Function	<input type="checkbox"/>	Other
If other, please specify:						
Event Location*:						

Event Duration*: Permits will only be issued for a maximum of 1 day – no further permits will be issued until any existing permit has expired.

Day	Date	Start Time	Finish Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			



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Saturday			
Sunday			

Will liquor be consumed at the event*? **Yes** **No**

If yes it will be necessary to discuss your application with the Local Laws Officer, Stephen Nicholson on (03) 5391 4444.

Guests*: Approximate amount of guests expected at the event:

Conditions of Hire:

The use of the Parks and Reserves in the Hindmarsh Shire Council is permitted on the following conditions:

1	Prior to the commencement of use, the Hirer must submit to the Committee	<ul style="list-style-type: none"> i. all hire fees and deposits; ii. the duly executed copy of this document; and iii. certificate of currency of public liability cover of not less than \$5M.
2	Risk Management	<ul style="list-style-type: none"> i. "The Hirer agrees to implement and forward to Council an adequate Risk Management Policy/Plan that identifies its risks/exposures and provides advice or options on how to eliminate or reduce or manage those risks identified in the risk management analysis (Proforma and example attached)
3	The Hirer is to be responsible for -	<ul style="list-style-type: none"> i. liaising with the seasonal occupier i.e. (Football/Cricket Club) should They wish to use the Clubrooms or Oval. ii. the good and safe order of the buildings and grounds at the reserve and any damage that may occur during the Hire. All rubbish, paper or litter on the reserve shall be cleaned up after each use, any catering rubbish or rubbish left from any meetings or social functions is the responsibility of the Hirer. If, in the opinion of the Committee, or a Sub-Committee appointed by the Committee for the purpose, the buildings and grounds

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		are not kept or left in proper order, the cleaning will be arranged by the Special Committee and cost charged to the Hirer.
4	Private Property	i. The Committee cannot be held responsible for any loss or damage to private property which occurs beyond its control howsoever caused. Hirers are to ensure that the security of their own property and it is recommended that they undertake the appropriate insurance cover for property left or stored on Council premises.

Statement by Applicant*

By signing this form, I, the undersigned, warrant that the information I have provided is true and correct. I have read and understood and above conditions and indemnify the Council against all actions resulting from the Hire of Parks and Reserves.

Signature*:

Name printed*:

Date*:

On behalf of

Organisation/Club

Application Checklist

Please attach the following documents in support of this application:

	Public Liability Insurance (A copy of your Certificate of Currency MUST be attached)
	A Risk Management plan MUST be completed and attached
	A Traffic Management Plan MAY be required