



**HOBART**  
CITY COUNCIL

*Further information is available through:*

Ph: 6238 2886

Email: [hcc@hobartcity.com.au](mailto:hcc@hobartcity.com.au)

Website: [www.hobartcity.com.au](http://www.hobartcity.com.au)

## **Parks & Customer Services Division**

### **PARK OR RESERVE BOOKING APPLICATION**

**\*\*Please read this application form carefully\*\***

#### **Applicant's Details:**

Company/Organisation: .....

Given Name: ..... Surname: .....

Postal Address: .....

..... Postcode: .....

Home: ..... Work: .....

Mobile: ..... Fax: .....

Email: .....

#### **Park/Reserve Details:**

Park/Reserve Name: .....

Day: ..... Date: .....

Start time: ..... Finish time: .....

Number of people attending: .....

Event Description (provide full details and attach separate sheet if more room is needed): .....

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#### **Further Information:**

1. **Will a marquee or tent be used?** ..... YES / NO

If yes, the Marquee Site Fee applies to this booking. Please note that this fee is not for the hire of a marquee, but for the marking out of underground irrigation systems in relation to where the marquee will be erected.

2. **Will a jumping castle be used?** ..... YES / NO

If yes, please note conditions 30 to 33 in the terms and conditions. An additional fee applies to this booking should irrigation services be required to be marked out.

3. **Is access to power required?**..... YES / NO  
If yes, you will need to collect a key to the power box from the Hobart Council Centre, 2<sup>nd</sup> Floor, Corner Davey and Elizabeth Streets, Hobart.
4. **Is your event open to the public?** ..... YES / NO  
If yes, you are required to obtain a Temporary Public Assembly Licence from the Council. Please contact Council's Environmental Health Unit on 6238 2715.
5. **Will there be goods, food or drinks for sale?** ..... YES / NO  
If yes, you may be required to obtain a permit. Please contact Council's Environmental Health Unit on 6238 2715.
6. **Is vehicular access required?**..... YES / NO  
If yes, for what purpose? .....  
If yes, your request will be considered and the decision will be advised in the confirmation letter. Please note that this is only possible in some parks and reserves.
7. **Will a public address system be used?**..... YES / NO  
If yes, for what purpose? .....  
If yes, your request will be considered and the decision will be advised in the confirmation letter. Please note condition 12 in the terms and conditions.
8. **Will liquor be served?** ..... YES / NO  
If yes, the Liquor Permit Fee applies to this booking. You are required to complete and return the Application to Serve Intoxicating Liquor on Council Property (see attached form) with this application form.
9. **Will liquor be sold?** ..... YES / NO  
If yes, the Liquor Permit Fee applies to this booking. You are required to complete and return the Application to Serve & Sell Intoxicating Liquor on Council Property (see attached form) with this application form. You will also be required to apply for a liquor permit through the Licensing Board of Tasmania, see condition 10.
10. **Will amplified equipment be used?**..... YES / NO  
If yes, your request will be considered and the decision will be advised in the confirmation letter. Please note condition 12 in the terms and conditions.
11. **Will a stage be erected?**..... YES / NO  
If yes, you are required to obtain a Temporary Public Assembly Licence from the Council. Please contact Council's Environmental Health Unit on 6238 2715.
12. **Will you be hiring wheelie bins?** ..... YES / NO  
Wheelie bins are available at a cost. If yes, please contact 6278 0200 to organise this.
13. **Will you be hiring chairs?**..... YES / NO  
Chairs are available at a cost. If yes, please contact 6238 2886 to organise this.

## TERMS AND CONDITIONS

*Please read the following terms and conditions prior to completing and submitting the application form.*

### General

1. Tentative bookings may be accepted, and will be held for a period of 14 days. The hirer is responsible for contacting the Council if an extension to this period is required, otherwise the booking will be cancelled.
2. Bookings are not approved until the hirer has received the confirmation letter. Hirers may be required to present the confirmation letter at the venue.
3. If the booking includes the use of any Council building the hirer must ensure that the building is fully secured when leaving. This includes the setting of any electronic security alarms.
4. The hirer indemnifies the Council against any injury or damage to person or property whatsoever, howsoever and to whomsoever caused, associated with the hirer's use of the venue. (Public Liability Insurance may be necessary for the duration of your booking and advice on this matter should be obtained from your insurer).
5. The hirer will be responsible for any damage to any Council property, whether caused by the hirer or any other person or persons associated with the function. Should this occur, Council may withhold the bond and raise an invoice for any additional costs.
6. Hiring of the venue is subject to all relevant By-Laws of the Hobart City Council and/or any other governing legislation.
7. No birthday parties 21 years and under are to be held in Council venues. Council reserves the right to refuse bookings for any birthday parties.
8. The entry of any vehicles and horse-drawn carriages into any Council parks or gardens may be allowed. If this request is approved, vehicles and horse-drawn carriages are to be kept on formed paths only.
9. No confetti, rice, streamers or similar materials are permitted in the venue and are not to be thrown.
10. If alcohol is to be served and sold, an 'Application to Serve & Sell Intoxicating Liquor' form must be lodged with this application form prior to the function. Approval must also be obtained from the Commissioner for Licensing (Licensing Board of Tasmania). If alcohol is to be served only (other than for a toast), an 'Application to Serve Intoxicating Liquor' form must be lodged with this application form prior to the function. An application fee applies for the Liquor Permit.
11. All beverages consumed at Council's facilities during the event must be in containers other than glass.
12. Noise is to be controlled by the hirer so that the noise level does not disturb the general public and complies with the Environmental Management & Pollution Control Act 1994 and the Noise Regulations 2004. Separate approval will be required for the use of amplifiers, and all amplified music must cease by 10.00pm.
13. All directions issued by authorised Council Officers or members of the Tasmania Police are to be followed at all times.
14. Any authorised Officer of the Council shall at all times be entitled to free access to the facility on official Council business.
15. Pedestrian access by the public must be maintained at all times to all areas of parks and reserves.
16. Emergency access is to be maintained at the venue at all times.
17. All fixtures or other items brought into the venue are to be removed immediately after completion of the event. The venue must be vacated by the specified times on the confirmation letter.
18. The hirer is responsible for the safe keeping of the keys. Any unauthorised use or copying of the keys may jeopardise the hirer's future use of the venue. Keys are to be returned to the Council on the first working day after the event, unless prior arrangements have been made.

## Fees and Refunds

19. A separate charge is applicable if any keys are not returned within 7 working days of the event.
20. A non-refundable booking fee may apply to the booking. The payment of this booking fee is required upon lodgement of the booking form.
21. An invoice will be issued for the balance of the fees due and payable. All fees are to be paid prior to the event being held. Failure to comply may result in cancellation of the booking and may jeopardise the hirer's future use of the venue.
22. No refund will be issued for cancellations, unless written notification is received by Council at least 7 days prior to the event.
23. No refund will be issued in the event that the function could not proceed due to inclement weather.
24. A bond applies to all bookings. The applicant is required to pay the bond prior to the function. Failure to lodge this bond will automatically render your booking invalid.
25. The bond will be refunded after the event, should no damage be apparent at the post-event inspection. This refund will take 14 days to process and will be in the form of a cheque. Should Council be of the opinion that damage has been caused to the venue and this damage has not been rectified to the Council's satisfaction, rectification of the damage will be undertaken at the hirer's expense and deducted from the bond. Any costs over and above the amounts held will be invoiced directly to the hirer.

## Marquees, Signs and Banners

26. Additional costs are associated with erecting marquees. For further information please refer to the fees and charges on the Council's website.
27. No tents, signs or other structures are to be erected without the prior approval of the Council. Most areas have underground irrigation services, which can easily be damaged unless the location of such services is known.
28. Any signs or banners must have prior approval from Council, including their location at the venue.
29. Please note that underground power and other public services may be located within the park. To obtain locations of such services, hirers should contact the 'Dial before You Dig' hotline.

## Jumping Castles

30. The hirer and equipment owner/operator indemnifies the Council against any injury or damage to person or property whatsoever, howsoever and to whomsoever caused, associated with the hirer's use of the area. Public Liability Insurance is necessary for the duration of your booking to an amount no less than \$20 million and a **Certificate of Currency from both the hirer and equipment owner/operator is to be provided to the Council prior to the event.**
31. The owner/operator must **provide documentation to the Council that the equipment to be used complies with current Australian Standards.**
32. The hirer must request a copy of the post-assembly inspection report conducted by the owner/operator, prior to the jumping castle being used.
33. The hirer is to ensure that the owner/operator provides written instructions in relation to the following control and supervision issues for the jumping castle:
  - a. environmental conditions that may impact patrons' use of the device;
  - b. the maximum safe wind speed when the device is in use;
  - c. the maximum number of patrons that can use the device at one time, based on their height, weight and age;
  - d. the maximum height, weight or age limits that apply for patrons to use the device;
  - e. patron dress code, including foot wear;
  - f. the minimum number of operators/attendants required to supervise the device and any age restrictions that apply.

## Other

34. It is necessary for hirers to ensure that all litter and waste generated by the function is removed from the venue at the conclusion of the function. The venue is to be cleaned by the hirer. A charge will be raised for any cleaning or waste removal, either requested or required, undertaken by the Council. Wheelie bins can be provided upon request. Please phone 6278 0200 to arrange. An additional charge for this service applies.
35. A Temporary Place of Public Assembly licence may be required for your event, please phone 6238 2715 for further details.
36. Dogs are prohibited in some Council parks. Please refer to the Council's Dog Management Strategy. This document is located on the Council's website.
37. **Regatta Grounds only** – There is to be no encroachment onto the Cenotaph area. An inspection of the vicinity will familiarise the hirer of the area.
38. All Council buildings are non-smoking venues. Any breach of this condition will jeopardise future usage.
39. In accordance with Hobart City Council's smoking policy, there is to be no smoking within 10 metres of any playground in any park or reserve.
40. Additional special conditions may apply to any approval. These special conditions will be supplied in the confirmation letter.

### **DECLARATION**

I/We hereby agree to abide by all terms and conditions as attached to the application form.

*I/We hereby agree to indemnify the Hobart City Council against claims or costs that may be made against the Council either by members of the public or persons participating in the function who suffer personal injury, damage or financial loss by reason of attending the function.*

*The Hobart City Council has a public liability insurance policy, which covers the hirer for claims arising from the specified event. Please make sure you have included all aspects of your event or activity on this application form.*

**For and on behalf of the hirer:**

Name: .....

Signature: ..... Date: .....