

APPLICATION – HIRE OF COUNCIL FACILITIES

Office Use Only			
Hire Receipt No:		PLI Date Received:	
Deposit Receipt No:		Liquor Date Received:	
Receipt Date:		Date Key Returned:	
Key No:		Refund Date:	
Date Key Issued:			

Organisation Name _____

Contact Person _____

Postal address _____

Street address _____

Phone (bh) _____ (ah) _____ Mobile _____

Facsimile _____ Email _____

Name of organisation _____

Date of event _____

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

Power Required will be Used for _____

Are you introducing alcohol (additional form may be required) No Selling Consuming (BYO)

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, some or all of the following may be required

- Public Liability Insurance,
- hire fee,
- refundable security/cleaning/key deposit
- an on-site meeting

This will be established after lodging this application.

Please return this form via

Email: darwin@darwin.nt.gov.au
 In Person: City of Darwin Civic Centre, Harry Chan Avenue, Darwin, NT
 Post: GPO Box 84, Darwin NT 0801
 Telephone (08) 89300 300
 Facsimile: (08) 89300 311

Please read and sign the following 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 the 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 \$20,000,000 in the name of the hirer and the City of Darwin.
11. The hirer shall also be solely liable for and shall indemnify and keep indemnified the Council

against death of, or injury to the hirer or his employees or subcontractors, or damage to property which arises to whatever extent out of or in connection with the hire and against all liability, loss, damage, actions, proceedings, claims etc brought against the Council (whether at law or under any statute or otherwise to whatever extent) 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 City of Darwin, 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. City of Darwin requires a copy of the approved permit, before a Hire of Council Facilities is issued.
13. Recreational drones weighing more than 100 grams must not be flown within 5.5km of the perimeter of any controlled aerodrome or helicopter landing site, including Darwin International Airport, Royal Darwin Hospital and Larrakeyah Barracks.

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.....

Privacy Statement

The personal information requested in this form is being collected by Council for the purpose of issuing a permit to exhibit an advertising sign. The information is required under Section 189 of City of Darwin By-laws. If you chose not to supply name, contact or other details, Council will not be able to progress your application. Council's privacy policy explains how personal information is collected, used and stored and also details how you can access your personal information. The policy can be viewed at www.darwin.nt.gov.au or by contacting the "Information Manager" on (08) 8930 0300.