

SHELTER HIRE APPLICATION

(Non-Commercial Activity with 1 inclusion & less than 300 people attending)

Please read our Terms & Conditions before completing this form



1. APPLICANT'S DETAILS			
Organisation (if applicable)			
Contact person			
Mailing Address	Street		
	Suburb	State	Postcode
Contact details	Mobile	Email	
eNewsletter	Please email me information about Parramatta Park events and activities <input type="checkbox"/> YES <input type="checkbox"/> NO		
2. FUNCTION DETAILS			
Supply all the details for your function to ensure prompt processing of your application.			
Type (birthday party, picnic, christening etc)			
Day and date	Day	Date	
Time	Start Time	End Time	
Estimated attendance			
Preferred shelter	Option 1	Option 2	
3. ENTERTAINMENT AND OTHER INCLUSIONS			
Supply details of any of any items you are planning to use at your function. These items can only be used with the prior written approval from the Trust. A bond of \$300 will apply to all bookings that have approval to have entertainment and other inclusions at their function. An approved item will attract a \$70 fee that is payable in addition to the site hire fee and bond.			
Inclusion Type (you may only select 1 item)	<input type="checkbox"/> Amusement	<input type="checkbox"/> Structures	<input type="checkbox"/> DJ / Amplified Music / Band
	<input type="checkbox"/> Caterers	<input type="checkbox"/> Signage	<input type="checkbox"/> Mobile Zoo / Pony Rides
Inclusion Description (eg: Jumping Castle, pony rides, marque etc)			
Inclusion Size (provide details of the size of the item or the area required to use the item)			
Vehicle Access Required (eg: 1 x car and trailer at 10am and 3pm)	<input type="checkbox"/> No <input type="checkbox"/> Yes Number of Vehicles: _____ Type of Vehicles: _____ Time Vehicle Access Required: _____		
4. POWER			
Access to Power (only available at Pavilion Flat)	<input type="checkbox"/> FREE POWER Access to power will be provided free of charge between 9am – 4pm	<input type="checkbox"/> POWER AT SET TIMES (Fees apply) Times : _____	

Email completed application to bookings@ppt.nsw.gov.au

5. PUBLIC LIABILITY INSURANCE

All bookings made by an Organisation must supply a copy of their Certificate of Currency for Public Liability Insurance with coverage for at least \$A10,000,000 that is valid at the time of the event.

Public Liability Insurance	Copy of Public Liability Insurance emailed with application? <input type="checkbox"/> YES <input type="checkbox"/> NO
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I understand that use of Parramatta Park facilities is subject to the Terms and Conditions of Hire I agree that as a condition of hiring a shelter and using the Parklands, I must abide by the terms and conditions, Parramatta Park Regulation 2012 and any reasonable requests of an Authorised Trust Officer and failure to comply may result in the cancellation, refusal or alteration of my shelter hire at the discretion of the Trust.

Signature of applicant:	Date:
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CREDIT CARD PAYMENT AUTHORISATION

Credit Card payment is the only payment option available for shelter hires. Your application will not be finalised until the hire fees and bond have been debited from your credit card.

Within 5 working days of your credit card being debited you will receive via email your booking confirmation confirming all of your booking details.

CREDIT CARD DETAILS	
Type of Card (Select Only One)	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa
Card Holder Name	
Card Number	— — — — / — — — — / — — — — / — — — —
Expiry Date	— — / — —
CCV Number	— — —
Amount	Site Hire Fee: _____ Entertainment & Other Inclusions Fee: \$70.00 Bond: \$300.00

I hereby authorise the Parramatta Park Trust to charge my credit card for the above mentioned amount and the **0.4% credit card surcharge** which applies to all card payments.

Signature of cardholder:	Date:
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OFFICE USE ONLY:

Transaction: Approved / Declined Booking Number: _____ Date Entered Into Activity Calendar: _____

FILE NOTES:
