

# SCHOOL EXCURSION APPLICATION

Please read the School Use Policy before completing this form



1. APPLICANT'S DETAILS			
School's Name			
Schools Mailing Address	Street		
	Suburb	State	Postcode
Contact Person			
Contact Details	Mobile	Email	
eNewsletter	Please email me information about Parramatta Park events and activities <input type="checkbox"/> YES <input type="checkbox"/> NO		
2. ACTIVITY DETAILS			
Type of Excursion / Function			
Day and Date			
Time	Start Time	End Time	
Estimated Attendance			
Areas Being Used			
3. ENTERTAINMENT AND OTHER INCLUSIONS			
Please supply details of any of the following planned for your event. These items cannot be used at your event without the prior written approval of the Trust and attract additional fees.			
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"/> Other
Inclusion Description (eg: marquee, portable toilets, jumping castle etc)			
Inclusion Size (eg: 5m x 5m marquee)			
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 : _____	
4. PUBLIC LIABILITY INSURANCE			
All school bookings must be accompanied by a Certificate of Currency for Public Liability Insurance with coverage for at least \$A10,000,000 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		
I understand that Parramatta Park is governed by the <i>Parramatta Park Trust Act 2001</i> and the Parramatta Park Trust Regulation 2012. I have read and understood the School Use Policy and agree to adhere to the conditions and terms of this policy. I acknowledge that if my application is approved, I will use the park in accordance with the terms and conditions or any reasonable request from an Authorised Trust Officer.			
Applicants Signature:		Date:	

Email completed application to [bookings@ppt.nsw.gov.au](mailto:bookings@ppt.nsw.gov.au)