

Aileen Morabito

From: Aileen Morabito
Sent: Thursday, 17 December 2020 10:40 AM
To: PPT Bookings Mailbox
Subject: RE: Booking enquiry

Importance: High

Good Morning Abigail,

We don't have any inclusions with the booking as we aren't using a catering company just us providing the BBQ etc. We will however just need a vehicle access to drop off supplies.

In regards to the payment, our card details are on the booking form. Let me know if you still require the details.

Please let me know if there is anything else you require.

Regards

Aileen Morabito

Signum Business Advisers Pty Ltd



P 02 9687 2400

PO Box 3875 Parramatta NSW 2124

Level 8, 111 Phillip Street Parramatta NSW 2150

W www.signumadvisers.com.au



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From: PPT Bookings Mailbox <bookings@ppt.nsw.gov.au>
Sent: Wednesday, 16 December 2020 6:58 PM
To: Aileen Morabito <aileenm@signumadvisers.com.au>
Subject: FW: Booking enquiry
Importance: High

Hi Aileen,

I'd like to confirm this booking with the final details.

Please clarify whether or not you would like to have any inclusions?

Payment must be made continue to hold this booking for you otherwise I will have to release the shelter for other people to be able to use it.

Kindly get back to me latest midday tomorrow 17th December.

Many thanks

Regards,

Abigail Kay

Parramatta Park & Western Sydney Parklands Trusts | Greater Sydney Parklands

P: 02 9895 7500

M: PO Box 3064 Parramatta NSW 2124

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From: PPT Bookings Mailbox
Sent: Friday, 13 November 2020 3:49 PM
To: Aileen Morabito <aileenm@signumadvisers.com.au>
Subject: RE: Booking enquiry

Hi Aileen,

If you're no longer using a catering company and the car you're driving in is not staying but only dropping the food I believe that can be arranged.

Please just confirm the above.

Kind regards,

Abigail Kay

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**Always Was,
Always Will Be.**

8-15 NOV 2020

From: Aileen Morabito <aileenm@signumadvisers.com.au>

Sent: Friday, 13 November 2020 3:07 PM

To: PPT Bookings Mailbox <bookings@ppt.nsw.gov.au>

Subject: RE: Booking enquiry

Good Afternoon Abigail,

We are now not going to be using a catering company but doing to ourselves.

Is it possible to still have car access?

Regards

Aileen Morabito

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From: PPT Bookings Mailbox <bookings@ppt.nsw.gov.au>

Sent: Friday, 13 November 2020 2:34 PM

To: Aileen Morabito <aileenm@signumadvisers.com.au>

Subject: RE: Booking enquiry

Hi Aileen,

Could you kindly provide the name of the BBQ catering company you intend to hire. We will need (i) a copy of the BBQ company's Certificate of Currency for Public Liability Insurance and (ii) their website address or a photo of the van.

Many thanks.

Kind regards,

Abigail Kay

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**Always Was,
Always Will Be.**
8-15 NOV 2020

From: Aileen Morabito <aileenm@signumadvisers.com.au>

Sent: Monday, 9 November 2020 11:24 AM

To: PPT Info Mailbox <info@ppt.nsw.gov.au>

Subject: FW: Booking enquiry

Importance: High

Good Morning,

Please find attached our Application Form for the booking of Shelter at Parramatta Park.

If you have any questions, please don't hesitate to contact me via the office.

Regards

Aileen Morabito

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From: Adam Phillips <adam_phillips@signumadvisers.com.au>

Sent: Wednesday, 28 October 2020 10:10 AM

To: Aileen Morabito <aileenm@signumadvisers.com.au>

Subject: FW: Booking enquiry

Regards

Adam Phillips

Signum Business Advisers Pty Ltd



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From: PPT Info Mailbox <info@ppt.nsw.gov.au>
Sent: 26 October 2020 5:11 PM
To: Adam Phillips <adam_phillips@signumadvisers.com.au>
Subject: RE: Booking enquiry

Hi Adam,

Please read the FAQs section on our website for some more information <https://www.parrapark.com.au/hire-a-venue/shelter-bookings/booking-faqs/>

I have included a manual application form that needs to be completed for the 'inclusions'. Once completed, kindly return via email so that I can start your manual booking process.

A refundable deposit of \$300 is required for the inclusions.

Each additional item in the inclusion will attract a non-refundable fee of \$70.

Access for all inclusions to the shelters are between 9:30am to 4pm (please let me know if this will be required).

There is power supply at the Gawi shelter for the jumping castle, the following should also be provided:

- A copy of the hire companies Certificate of Currency for Public Liability Insurance;
- The name of the amusement / ride and the hire companies' website,
- Actual size of the amusement / ride and confirmation of how it will be secured (eg weighted or pegged), and
- Any special access or other requirements that the hire company may have.

Once a shelter is booked (e.g. Gawi) it will be reserved for your exclusive use for however long you need it in the day.

Please do not hesitate to come back to me with any further questions.

Kind regards,

Abigail Kay

Parramatta Park & Western Sydney Parklands Trusts | Greater Sydney Parklands

P: 02 9895 7500

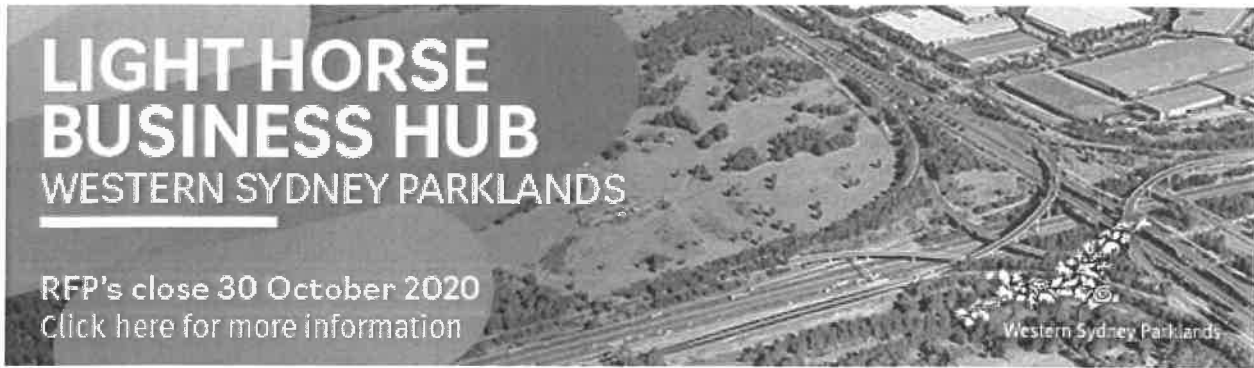
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From: Adam Phillips <adam_phillips@signumadvisers.com.au>
Sent: Friday, 23 October 2020 9:59 AM
To: PPT Info Mailbox <info@ppt.nsw.gov.au>
Subject: RE: Booking enquiry

Thank you for responding to my enquiry.

We'd like to book for 25 people. I noticed that the new advice and guidelines updated earlier this week to allow for public gatherings of 30 people from today, which coincidentally happened around the same time of my enquiry! I assume you are monitoring that to accommodate as well.

I understand the 14 day booking limit. We're looking at 23 December, so won't be able to book until December, however need to plan in advance as much as possible.

Are you able to assist with my other queries in the interim;

1. Do we need permission to bring a catered BBQ onsite to the Park?
2. How do we get permission to facilitate a jumping castle at the site and are there restrictions we need to be aware of?
3. Is it possible to book the Gawi shelter in it's entirety i.e. to have exclusive use that day?

If it's easier to respond or discuss by phone, please call me on our office number below.

Regards

Adam Phillips

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From: PPT Info Mailbox <info@ppt.nsw.gov.au>
Sent: 22 October 2020 9:02 PM
To: Adam Phillips <adam_phillips@signumadvisers.com.au>
Subject: RE: Booking enquiry

Dear Adam,

Parramatta Park is responding to NSW Health advice and monitoring visitor numbers and behaviour to ensure a safe park experience during the COVID-19 pandemic.

Picnic shelters will continue to be open for bookings up to 20 people with social distancing (1.5m). At this time, bookings are only available two weeks in advance as we continue to evaluate the situation in a rapidly-changing environment.

As always, the health and safety of Parramatta Park's visitors and staff is our priority and as such, we are presently taking a cautious approach to numbers in our shelters. Visitors can book two shelters side-by-side to allow for larger groups, except in the case where the booking requirement is for much larger groups of more than 40 people and it will be considered as a small event for specific locations in our parks.

We will continue to monitor and re-assess the situation and needs of our visitors over coming weeks.

Could you kindly confirm the number of people the booking will be for?

With many thanks.

Kind regards,

On behalf of
Parramatta Park & Western Sydney Parklands Trusts | Greater Sydney Parklands

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From: website-enquiry@ppt.nsw.gov.au <website-enquiry@ppt.nsw.gov.au>

Sent: Monday, 19 October 2020 1:14 PM

To: PPT Info Mailbox <info@ppt.nsw.gov.au>

Subject: Booking enquiry

Please find below Parramatta Park website enquiry details:

Name

Adam

Last name

Phillips

Email

adam_phillips@signumadvisers.com.au

Best contact number

0296872400

Enquiry type

Booking enquiry

Question or Comment

Hi, I'm enquiring about booking a shelter in Parramatta Park for a work/staff Christmas Party.

I understand there is a limit of 20 people for booking a shelter. My query is whether this applies to "corporate events" as the limit for these events as I read the current NSW health advice is to not exceed 300, as long as the 4 square metre rule is adhered to. My reference for that information is <https://www.nsw.gov.au/covid-19/>

We're also considering organising catered BBQ food to be cooked on site, as well as the possibility of an amusement, such as a jumping castle for adults. Is there anything we need to know about this before booking?

Thank you for considering this question, it will help us plan what we're hoping will be a something to reward our staff for the year they've endured.