



PARRAMATTA
PARK

Application for Venue Hire

Community, Not For Profit, Corporate or Private Event (less than 1,000 people)



Western Sydney Parklands

Please note that bookings must be made a minimum of 6 weeks in advance

Preferred Venue:

Applicant's details			
Organisation (if applicable)			ABN:
Description of Organisation (e.g. Not for Profit, Community Organisation, Corporate etc)			
Contact person			
Position			
Postal Address			
Contact numbers	Mobile	Work	Other
	Fax	Email	
Organisation/person to be invoiced if not as above			
Please provide details:			
Event details	Please provide details of proposed event (if necessary attach additional information)		
Event name			
Event description	(eg awards presentation, community celebration)		
Event day and date			
Event time (events can only be held during Parklands normal opening hours)	From	To	
Bump-in date (if applicable)	Date	Time: From	To
Bump-out date (if applicable)	Date	Time: From	To
Estimated attendance			
Entertainment and other inclusions	Please supply details of any of the following planned for your event		
YES/NO	Stalls If "Yes", please provide details and numbers		
	Commercial	Non-commercial	
YES/NO	Animals/mobile zoo If "Yes", please provide details.		
YES/NO	Amusements (rides etc) If "Yes", please provide numbers and types.		
YES/NO	Amplified music/musical instruments/pa system If "Yes", please provide details.		
YES/NO	Structures (marquees etc) If "Yes", please provide details including dimensions.		
Sale of food/beverage			
YES/NO	Will food and/or beverages be sold at your event? If "Yes", you will need to provide proof of Food Authority Notification.		

YES/NO	Is alcohol being sold at the event? If "Yes", you will need to provide proof of current Liquor Licence.
Power and Generators	
YES/NO	Do you require power if available?
YES/NO	Do you propose to use a generator? (If yes, please provide proposed details of type and hours of use)
First Aid	Please provide details/name of a qualified first aid officer
Amenities and Waste Management Please provide details of the following, if applicable:	
YES/NO	Will you be bringing in portaloos for your event?
YES/NO	How will you be collecting litter?
YES/NO	How will you be managing waste generated by your event? If the Trust determines that additional bins are required for your event these will be provided at a cost of \$15 per bin.
Signage	Please provide details of the following, if applicable:
YES/NO	Do you propose to erect any directional signs? If "yes", please provide details including method of attachment.
Collection of money and ticketing	Please provide details if applicable
YES/NO	Do you propose to collect money? If yes, for what purpose? If for a charity you will be required to provide a Letter of Authority to fundraise.
YES/NO	Will you be charging stall holders, food and beverage suppliers and amusement operators a fee? If "Yes" please provide details of these charges.
YES/NO	Do you propose to sell tickets? Please provide information regarding your ticketing agent. Please provide an estimate of the ticket price. <\$20 \$20-\$50 \$51-\$75 \$76-\$100 >\$101
Public Liability Insurance The applicant must arrange to obtain Public Liability Insurance cover for at least A\$10,000,000. You will be required to provide a Certificate of Currency that will be current at the time of your event. The name of the insured must be a legal entity and must be the same as the applicant. The Public Liability Insurance must name Parramatta Park Trust/Western Sydney Parklands Trust and the Ministers for the Environment and for Heritage as interested parties. The Public Liability Insurance must cover the activity described in your application.	

A venue hire fee will be calculated according to the information supplied on this form, and you will be advised of this amount. If you are in agreement then a confirmation letter and invoice will be issued, your booking is not confirmed until all monies owed have been received by the Trust.

I have read and understood my obligations in regard to Parramatta Park/Western Sydney Parklands Trust Regulations.

Signature of applicant	On behalf of (name of organisation)
Print name of applicant	Date

If delivering by hand: Parramatta Park Trust /Western Sydney Parklands Trust Level 7 10 Valentine Avenue Parramatta 2150	If sending by post: Parramatta Park Trust/Western Sydney Parklands Trust PO Box 3064 Parramatta 2124 Phone: 02 9895 7520 Email: info@ppt.nsw.gov.au
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