

## **PARKS APPLICATION FORM**

### **(For Council managed parks)**

For personal training and commercial fitness provider bookings please complete the commercial health and fitness providers application form.

An application does not guarantee that a booking will be approved. Bookings will be reviewed and processed by the Recreation Officer. Applicants will be notified on the outcome of the application.

### **Section 1: Applicant details**

Club/Group/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Daytime No. \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

### **Section 2: Park Request**

Park Name: \_\_\_\_\_ Suburb: \_\_\_\_\_

### **Section 3: Booking Request**

Regular hire – Ongoing regular activity for a specific time period (eg. weekly or monthly)

Casual hire – One off activity

Day	Date/s (eg 12/5/2016 - 12/10/2016)	Time including set up and pack up (eg. 6pm – 8.30pm)	Approximate number of people attending
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**3.1 Please provide information about your application including the purpose, requirements and any equipment you are proposing to use.**

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**3.2 Additional Information**

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| > Do you propose to sell food                                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Do you propose to sell and/or supply liquor                   | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Will you be using a PA system or amplified music              | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Do you propose to erect portable structures/amusement devices | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Do you require access to power (not available at most parks)  | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Will you be charging entry fees or selling goods/services     | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Will you require extra bins (incurs a fee)                    | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Will you require vehicles or machinery on the park            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| > Do you have any other requirements                            | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

If YES then please outline: \_\_\_\_\_

Depending on the nature of your application Council may require you to submit extra documents, forms or permit applications. Council will notify you of any further requirements.

**Section 4: Document Checklist**

Please attach the following documents to your application:

- > Certificate of Currency of Public Liability Insurance (minimum \$10M) (Not required for individuals) > Certificate of Incorporation (if applicable)
- > Waste Management Plan (if extra bins have been requested)

## Section 5: Declaration

I am authorised to submit this application form on behalf of the club/group named in section 1. The information I have provided is true and correct to the best of my knowledge. I accept the terms and conditions of use and understand the need to contact council if any details change

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of: (club/group) \_\_\_\_\_

## Section 6: Submitting your application

Please submit your application to Mitchell Shire Council via email, fax or post.

**Email:** recreation@mitchellshire.vic.gov.au

**Phone:** (03) 5734 6200

**Fax:** (03) 5734 6222

**Post:** Mitchell Shire Council  
Recreation and Open Space Team, 113  
High Street, Broadford 3658

## Section 7: Fees and Charges

Mitchell Shire Council do not charge for park use, unless it is an event or for Goulburn Park rotunda hire. Fees can be seen below

2017/18 Goulburn Park Rotunda hire	Unit of measure	Fee
Casual booking – weddings and ceremonies – (up to 1 hour)	Hour	\$55.00
Casual booking – weddings and ceremonies – (up to 2 hours)	Hour	\$105.00
Casual booking – weddings and ceremonies – (up to 4 hours)	Hour	\$210.00

Personal information collected by Mitchell Shire Council is used for municipal purposes as specified in the Local Government Act, 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer or refer to the process for access to information under the Freedom of Information Act 2001.