

CALL
(08) 8256 0333

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12 Bishopstone Road
Davoren Park SA 5113

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VISIT
Playford Civic Centre
10 Playford Boulevard
Elizabeth SA 5112

Stretton Centre
307 Peachey Road
Munno Para SA 5115



APPLICATION FORM FOR THE HIRE OF COUNCIL GROUNDS SCHOOL / SAPSASA EVENTS

ORGANISATION DETAILS

School / Organisation Name:

Address:

Billing Address:

Phone: Fax:

Email:

CONTACT INFORMATION

Title: First Name: Surname:

Your Position/ Title:

Phone: Mobile:

Email:

EVENT DETAILS

Event Name:

Event Description:

Event Date(s): From: To:

Event Day(s) (i.e. every Tuesday):

Event Time(s):

Start:

am / pm

Finish:

am / pm

Estimated daily attendance:

Overall attendance (events longer than 1 day)

Reserve/Oval:

Please list below the types of sports that will be played at the nominated Council ground.

IMPORTANT

How many pitches/playing areas will your sport require on the reserve?
(e.g: 2 football ovals, 1 cricket pitch)

If required, please ensure the club of the relevant oval is contacted to ascertain their willingness to open their facilities

SITE PREPARATION

Do you require vehicle access onto Council Property for your event?

NB: Unless approved by Council, only emergency vehicles are permitted on Council Grounds

Yes No

Boom / access gate may be required to be specially opened on the day by Council staff

Do you have any Site Preparation needs for your event? eg Line Marking for tents, etc, Mowing

Yes No

If your event requires line marking you must use water based products only.

If yes, please list your needs:

NB: you may incur a fee for site preparation

TOILETS AND ABLUTIONS FACILITIES

Do you require access to toilet blocks located on the property?

Yes No

You will need to contact the club to ascertain their willingness for your event to have access to the club's toilet block / amenities.

Yes No

Has this occurred?

WASTE MANAGEMENT

Will you be providing your own waste management at the event? (Eg. Litter Bins, bags etc)

Yes No

Do you require extra bins for the event?

Yes No

NB: council do not supply extra bins on all reserves

INSURANCE (Only applicable to private schools)

Do the event organisers have public liability and professional indemnity insurance to cover the event?

Yes No

If yes, please provide a copy of the Certificate of Currency with this application.

NB: No permit will be issued without a current copy of the Certificate of Currency.

FIRST AID FACILITIES

Will first aid services be available at your event?

Yes No

If YES, who will be providing this service?

OTHER INFORMATION

I have attached all additional documentation, where indicated, with this application.

To avoid delays in processing your application and generating a Permit, please ensure all documents (where indicated) are submitted together with this application.

I acknowledge that I have read and understand the permit conditions and agree to abide by and be bound by the said conditions.

Signed for and on behalf of the permit applicant

Name:

Date

Position:

Signature

Terms and Conditions

The issuing of this permit is subject to:-

- A. The permit holder agreeing to the Terms and Conditions of the permit as contained herein and any Special Conditions attached to the permit.
- B. The permit holder providing a copy of all insurances, approvals and documentation as required by the Terms and Conditions of the permit and any Special Conditions attached to the permit.

1. It is the responsibility of the permit holder to comply with any statutory requirements relevant to the operation of the event, function or activity and to ensure that employees, agents and other persons associated with the event, function or activity also comply.

2. Alcohol is not permitted to be sold on Community Land without the prior approval of Council and if legally required a liquor licence, a copy of which must be provided to Council prior to the issue of the permit. For more information regarding liquor licensing refer to the Consumer and Business Services website <http://www.cbs.sa.gov.au>.

3. The permit holder acknowledges that the Council has a preference that all events undertaken on Council land are promoted as smoke-free and that the permit holder takes reasonable steps to ensure this is communicated.

Smoke-Free Laws for Playgrounds

Smoking is banned within 10 meters of children's playground equipment in a public place.

Local Councils and other incorporated bodies can apply to have an outdoor area or event declared smoke-free.

For more information please go to the website: www.tobaccolaws.sa.gov.au or phone the SA Health tobacco information line on 1300 363 703.

4. Portable gas BBQ's are not permitted on any parks or reserves on total fire ban days due to the high fire risk. For more information or to check for total fire ban warnings or conditions please refer to the CFS website at: www.cfs.sa.gov.au

5. No structures, staging, marquees, tents, bouncy castles or amusement rides can be installed without Council permission. Note that planning approval may be required.

6. Prior permission is required to drive vehicles on Council parks or reserves. Vehicle access will only be permitted whereby loading or unloading of goods or equipment is required for the event, function or activity and where the vehicle access is unlikely to cause damage to the land or risk to public. Vehicles shall be removed from the area immediately once unloading is completed and return only when loading is required at the conclusion of the event, function or activity.

7. The permit holder has 14 days prior to the hire date to make a cancellation; otherwise you may be liable for all hiring fees charged.

8. The permit holder shall be responsible for the cost of fixing or making good all damage caused as a direct result of their actions or activity to any building, structure, park furniture, sprinkler system component, tree, garden bed or ground surface.

9. The permit holder shall supply their own electrical power or water (except where provided by accessible taps or drinking fountains).

10. The permit holder shall be responsible for any cost associated with Council staff being required to attend the site as a direct result of their action or activity.
11. The permit holder agrees to indemnify and hold harmless the Council, its servants or agents, against all actions, proceedings, claims or demands for costs and damages whatsoever arising out of or in respect of the granting of this permit or the event, function or activity for which the permit has been granted.
12. The permit holder releases the Council, its servants or agents from any liability or claim resulting directly or indirectly from any accident, damage, loss or injury occurring or arising from the event, function or activity or the use of the facility except where any action, cost, claim or damage is caused by the negligence or default of the Council, its servants or agents.
13. Prior permission is required in order to sell or prepare food or drinks at the event by the City of the Playford, Environmental Health Department. The permit holder shall complete and return the "Food Premises Notification Form" attached to your application to obtain this approval.
14. The permit holder shall take out and keep current a public risk insurance policy in the name of the permit holder insuring the permit holder for the minimum amount of twenty million dollars (\$20,000,000) per claim against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity. The permit holder must provide Council a copy of the public risk insurance policy.
15. The permit holder shall ensure that its site or sites are left in a clean and tidy condition at the end of the event, function or activity. Failure to do so may result in cleaning fees being charged. This includes ensuring no rubbish is left on the ground and is disposed of in the bins provided or, where no bins are provided, removing the rubbish from the site.
16. This permit maybe revoked if the permit holder fails to comply with a condition of this permit or may be revoked in any other justifiable circumstance.
17. The permit is not transferable.

Security Bond

If you are required to pay a Security Bond, the full amount shall be paid before the date of hire at the Playford Civic Centre or by arrangement with the Property Leasing Officer.

Bonds will only be refunded in full after a satisfactory inspection of the reserve by Council. If damage has occurred then Council will inform the hirer of the cost of the damage to be rectified, within 10 working days post event.

Please retain a copy of the Terms and Conditions for your records.