

Casual Hire Permit

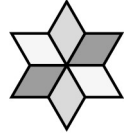
Parks & Reserves

Under sections 200 / 202 / 221 / 222 of the Local Government Act 1999.

175 The Parade, Norwood SA 5067
PO BOX 204, Kent Town SA 5071

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au

ABN 11 390 194 824



City of
**Norwood
Payneham
& St Peters**

Application Form

SCHEDULE					
ITEM 1 Permit Holder	Name of Permit Holder: ABN <i>(if applicable)</i> : Postal address: Hirer contact details: <ul style="list-style-type: none"> • Name: • Email: • Phone: <i>Note: the Applicant must be a registered company, incorporated association or natural person, not a registered business name.</i>				
ITEM 2 Reserve	Name of Council Park / Reserve:				
ITEM 3 Area	Area of Council Park / Reserve you wish to use: <i>(attach a Plan / Site Map if necessary)</i>				
ITEM 4 Term	Start Date: End Date: <i>Note: a Term of up to six (6) months may be granted for Short-Term Hire.</i>				
ITEM 5 Times of Use <i>(Include set-up / pack-down time for Events)</i>	Day	Start Time	AM/PM	End Time	AM/PM
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

ITEM 6 Permitted Use <i>(Please mark the relevant box/es below)</i>	Name of event / type of activity:	
	Number of people expected:	
	<input type="checkbox"/> Not-for-profit / Community (eg open to public, free) <input type="checkbox"/> Private / Commercial (eg private function / event, ticketed)	
	Gatherings & Events	
	<input type="checkbox"/> Large Gathering – Hired equipment (eg family gathering, community/corporate event, wedding – bouncy castle, marquee, PA system)	
	<input type="checkbox"/> Event – Major hired equipment (eg large community event, markets, festival – amusements / rides, portable toilets, generators)	
	Short-Term Hire (up to 6 months, on a regular basis)	
	<input type="checkbox"/> Sports Group Hire (eg sports club training, school sport)	<input type="checkbox"/> Fitness Group Hire (eg personal training classes, yoga)
	<input type="checkbox"/> Dog Obedience Hire (eg dog obedience classes)	<input type="checkbox"/> Other (eg regular community gathering)
	Other details	
<input type="checkbox"/> Liquor sale / provision? <i>(If yes, will need to provide a copy of liquor licence)</i>		
<input type="checkbox"/> Mobile food vendor? (eg food truck / coffee cart) <i>(Please attach public liability insurance certificates for all food vendors)</i> Business Name: ABN: Postal address: Vehicle type (eg van / truck /caravan): Vehicle registration (if applicable): Type of food / beverage: Food Business Notification Number: Name of Council / Authority:		
<input type="checkbox"/> Road closure required?		
ITEM 7 Permit Holder's Equipment	Which items will you / third party suppliers be setting up on the Area: <input type="checkbox"/> Marquees / Tents <input type="checkbox"/> Amplification / Music / PA System <input type="checkbox"/> Amusements / Rides – give details: <input type="checkbox"/> Animals – give details:	
<input type="checkbox"/> Generator/s <input type="checkbox"/> Portable toilet/s		

	<input type="checkbox"/> Waste management <input type="checkbox"/> Any other equipment:	
ITEM 8 Permit Fee <i>Office-use only</i> <i>(all amounts stated are GST inclusive)</i>	Not-for-profit / Community <input type="checkbox"/> Large Gathering: \$65 / day <input type="checkbox"/> Event: \$245 / day <input type="checkbox"/> Sports Group Hire: Nil <input type="checkbox"/> Fitness Group Hire: Nil <input type="checkbox"/> Dog Obedience Hire: Nil <input type="checkbox"/> Other: Nil	Private / Commercial <input type="checkbox"/> Large Gathering: \$130 / day <input type="checkbox"/> Event: To be negotiated <input type="checkbox"/> Sports Group Hire: \$10.50 / session <input type="checkbox"/> Fitness Group Hire: \$10.50 / week <input type="checkbox"/> Dog Obedience Hire: \$10.50 / week <input type="checkbox"/> Other: To be negotiated
ITEM 9 Public Liability Insurance	Twenty Million Dollars (\$20,000,000.00)	

Please complete and attach the following documents to your Application:

- Plan of Area / Event Site Map
- Public Liability Insurance Certificate of Currency
 - Applicant; and
 - Third Party Suppliers (eg equipment / amusement hire companies, mobile food vendors)
- Liquor Licence (if already obtained)

By signing below, you acknowledge and agree to be bound by the terms of this Casual Hire Permit, and you warrant that you have authority to sign on behalf of the Permit Holder.

SIGNED by PERMIT HOLDER

.....
Signature

.....
Print Name of Authorised Signatory

.....
Date

This Permit is granted pursuant to and by force of sections 221 and 222 of the Act (to the extent applicable) and is **EXECUTED** by **THE CORPORATION OF THE CITY OF NORWOOD PAYNEHAM AND ST PETERS** in accordance with section 44(1) of the *Local Government Act 1999 (SA)* under delegated authority:



.....
Signed for the Council

.....
Name

.....
Title

.....
Date

PAYMENT METHODS

 <p>IN PERSON</p> <p>Payment may be made in person to the cashier at your nearest Customer Service Centre.</p> <p>Norwood Town Hall 175 The Parade, Norwood Payneham Library 2 Turner Street, Felixstow St Peters Library 101 Payneham Road, St Peters</p>	 <p>BY MAIL</p> <p>CHEQUE: Make Cheques payable to 'City of Norwood Payneham & St Peters' and cross 'Not Negotiable'. Avoid pinning or stapling Cheques. Post-dated cheques will not be accepted.</p> <p>BY PHONE</p> <p>CREDIT CARD: Please phone Customer Service on 8366 4555 to make payment.</p>
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Additional Information

When hiring a Council Park or Reserve, please be aware of the following:

General

- all bookings are subject to availability
- unless otherwise arranged, the Park / Reserve will remain open to the public at all times
- all Parks / Reserves are smoke-free areas
- Permit Fees are set out in the Council's *Fees and Charges Schedule* and can be accessed via the Council's Park & Reserve Hire webpage – visit: www.npsp.sa.gov.au
- if you cancel this Permit less than fourteen (14) days prior to the Start Date, the full Permit Fee may be forfeited (for event cancellation due to weather, the Permit Fee may be waived)
- the Council retains the right to cancel this Permit at any time (eg for safety reasons or forecast weather) – in such circumstances, the Permit Fee will be refunded in full

Facilities and Access

- **Public Facilities:** public facilities (including playgrounds and barbeques) must be shared
- **Power:** access to power will not be provided, users can bring their own generator, but will be responsible for the use and management of their power supply in all respects
- **Vehicle Access:** unless otherwise arranged with the Council, vehicle access is not permitted
- **Keys:** if required, keys can be collected from the Norwood Town Hall Customer Service Centre, a refundable bond of \$50 is payable upon collection. Keys must be returned within one (1) week of the Hire Term End Date – failure to do so will result in forfeiture of the Key Bond.
- **Emergency Services:** site access for emergency service vehicles must be provided at all times
- **Pegging / weighting:** due to irrigation systems in our Parks and Reserves, pegging into the ground is not permitted – moveable structures are to be weighted only (ie with sand bags, containers filled with water)
- **Waste:** all waste (fats, oil & charcoal) must be disposed off-site
- **Dunstone Grove Amphitheatre** – the amphitheatre is part of the St Peters Youth Centre, to hire the amphitheatre, the Youth Centre must also be available for hire. Additional fees apply.

Notification, Licensing and Insurance

- **Notification of Events:** the Permit Holder must notify any adjacent residents and emergency services of an Event at least fourteen (14) days prior to the Start Date
- **Public Liability Insurance:** you must provide a copy of your public liability insurance, and that of any third party suppliers (if you don't have this insurance cover, please let us know)
- **Liquor:** if you plan to sell or provide liquor at the event, and you will be charging an admission fee, donation or similar, you need to obtain a liquor licence and provide a copy to the Council
- **External Food Providers:** if you plan on having an external food provider (eg food truck, coffee van), the food business must complete our *Mobile Food Vendor Application Form*.

Note: Please see clause 5.19 - COVID-19 Requirements