

Casual Hire Permit

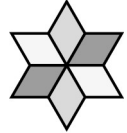
Parks & Reserves

under section 200 / 202 of the *Local Government Act 1999*.

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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 Reserve / Park:				
ITEM 3 Area	Area of Council Reserve / Park 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) / Private <input type="checkbox"/> Commercial (eg private function / event, ticketed)	
	Gatherings & Events	
	<input type="checkbox"/> Large Gathering – Hired equipment (eg large family gathering, community event – bouncy castle, marquees, PA)	
	<input type="checkbox"/> Event – Major hired equipment (eg large community event, wedding, corporate event, markets, festival – amusements / rides, food trucks, 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, attach a copy of your liquor licence)</i>	
	<input type="checkbox"/> Catering / refreshments? <i>(If yes, notification to the Eastern Health Authority is required)</i>	
	<input type="checkbox"/> External food provider? Name: <i>(If yes, the business must complete our 'Mobile Food Vendor Application Form')</i>	
<input type="checkbox"/> Road closure required? <i>(If yes, contact the Council's Regulatory Services team on 8366 4619)</i>		
ITEM 7 Permit Holder's Equipment	Please tick those items you (or your contractors / third party suppliers) will be setting up on the Area: <input type="checkbox"/> Marquees / Tents <input type="checkbox"/> Generator/s <input type="checkbox"/> Amplification / Music / PA System <input type="checkbox"/> Portable toilet/s <input type="checkbox"/> Amusements / Rides (eg bouncy castle) – give details: <input type="checkbox"/> Animals – give details: <input type="checkbox"/> Waste management <input type="checkbox"/> Any other structure or equipment:	

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 (in the case of event cancellation due to extreme weather, the Council may waive the Permit Fee)
- 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
- **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*

For more information on running your Event, please refer to the Council's *External Events Guide*.

PAYMENT METHODS	
 IN PERSON Payment may be made in person to the cashier at your nearest Customer Service Centre. Norwood Town Hall 175 The Parade, Norwood Payneham Library 2 Turner Street, Felixstow St Peters Library 101 Payneham Road, St Peters	 BY MAIL 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. BY PHONE CREDIT CARD: Please phone Customer Service on 8366 4555 to make payment.