



## MANNERS HILL PARK HIRE EVENT APPLICATION FORM

When completing the application please tick or highlight the appropriate response, any incomplete sections will be taken to mean that the particular facility is not required.

### EVENT ORGANISER DETAILS:

Organisation.....ABN.....  
Contact Person.....Position.....  
Address.....Postcode.....  
Postal Address.....Postcode.....  
Phone.....Mobile.....Email.....  
Does your organisation hold Public Liability Insurance?     YES (if yes, please attach a copy)     NO

### EVENT DETAILS:

*Please note Manners Hill Park (MHP) & Pavilion are not available for hire before 3.30pm Monday to Friday subject to operational requirements. We do not take bookings for Keanes Point or the Foreshore area.*

- 1 Full day hire of MHP including the hire of the **Pavilion** (\$250.00 - Shire Resident only & \$550.00 BOND)  
 4 hour hire of MHP including the hire of the **Pavilion** (\$210.00 - Shire Resident only & \$550.00 BOND)
- 1 Full day hire of MHP including the hire of the **Pavilion** (\$415.00 - Non Shire Resident only & \$550.00 BOND)  
 4 hour hire of MHP including the hire of the **Pavilion** (\$210.00 - Non Shire Resident only & \$550.00 BOND)
- A specific area .....
- Manners Hill Park** - Reserve Only  
 A specific area .....

Event name.....Type of event.....  
Has this event been held before     YES     NO  
Site plan attached (to scale)     YES     NO

Day & Date of Event.....

Event Start time.....Event Finish time.....

- (Please include and allow enough time to set-up and take down equipment/facilities/structures if applicable)

Summary of event.....  
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**Patrons** - Will your event be open to the public?  YES  NO

**Maximum expected patrons at one time:** Adults:.....Children (under 16yrs):.....

**Maximum expected patrons over entire event:** Adults:.....Children (under 16yrs):.....

**Infrastructure** - Do you need to operate or erect any of the following (*please tick if applicable*)

Music  Lighting  Petting Zoo/Farmyard  Staging  Decorations  Banners or Signage

Bouncy Castle  Generators

Marquee (*if the size is greater than 3m x 3m a certificate of structural integrity/insurance is required*)

PA System (*Please note this would be subject to noise level approval*)

Will anyone be consuming alcohol?  YES  NO

Will anyone be selling alcohol?  YES  NO  (*If you answered YES you must produce a copy of the license from the Dept of Racing, Gaming and Liquor*)

Will anyone be selling food?  YES  NO  (*Please note if you answered YES you must produce a copy of your Trading License*)

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**Prior to booking please note the following points:**

- 1/ We have an additional application form for 'Animals in the Park' such as ponies, horses, animal farm etc...
- 2/ We do not permit the use of stakes (due to the potential risk of damage to reticulation), we only allow the use of weights to secure structures
- 3/ We do not permit the use of WATER SLIDES (due to the environmental impact to the grounds)
- 4/ We do not permit the use of BALLOONS/WATER BALLOONS (due to the environmental impact)
- 5/ We do not permit the use of COLOUR RUNS (due to the mess they leave behind)
- 6/ We do not permit vehicles on the reserve - except when setting up and dismantling operational equipment
- 7/ Strictly no BBQs are permitted on the paving under the Pavilion
- 8/ No line marking is permitted at the park
- 9/ No confetti
- 10/ No amplified sound or significant noise
- 11/ If the park is not left clean and tidy we may charge a fee if it is necessary for the Shire to step in
- 12/ Decorations/Banners at the pavilion - Please ensure no blue tack, tape, nails, screws or staples are used, we suggest using string to tie down decorations and hold banners up.
- 13/ Please note the public toilets at Manners Hill Park have a capacity for 70 people
- 14/ As the hirer you are responsible for organising any additional toilets and cleaning
- 15/ The toilets are presented as found on the day of hire, the Shire will not organise additional cleaning
- 16/ The park must be vacated by 6pm

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**Please note the Shire makes every endeavour to ensure the pavilion is in good/clean condition prior to your booking, however at weekends due to it being a public space we cannot make guarantees.**