



Shire of Peppermint Grove

RESERVE 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 Reserve (MHPR) & 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 MHPR including the hire of the **Pavilion** (\$250.00 - Shire Resident only & \$550.00 BOND)
 4 hour hire of MHPR including the hire of the **Pavilion** (\$210.00 - Shire Resident only & \$550.00 BOND)
- 1 Full day hire of MHPR including the hire of the **Pavilion** (\$415.00 - Non Shire Resident only & \$550.00 BOND)
 4 hour hire of MHPR 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.....
.....

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

(Please note 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)

Prior to booking please note the following points:

1/ We **do not permit** the use of stakes (due to the potential risk of damage to retic), we only allow the use of weights to secure structures

2/ We **do not permit** the use of WATER SLIDES (due to the environmental impact to the grounds)

2/ We **do not permit** the use of WATER BALLOONS (due to the environmental impact and the mess they leave behind)

2/ We **do not permit** the use of COLOUR RUNS (due to the mess they leave behind)

3/ No line marking is permitted at the reserve

4/ No confetti

5/ No amplified sound or significant noise

6/ We do not permit vehicles on the reserve - except when setting up and dismantling operational equipment

7/ The reserve must be vacated by 10pm at the latest

8/ **If the reserve is not left clean and tidy we may charge a fee if it is necessary for the Shire to step in**