



STRATHFIELD SQUARE HIRE

REQUEST TO USE STRATHFIELD TOWN CENTRE

Strathfield Square is an open area located within the Strathfield Town Centre. The Square is available for use to approved groups on a limited basis. All applicants must refer to *Strathfield Square Conditions of Temporary Hire Guidelines* prior to completing this application form. Approvals for use must comply with Council's guidelines. All details required on this Application form must be fully completed.

- **Please allow minimum ten (10) working days for processing of this application**
- **Do not attach payment with this application. Council will assess your application and contact you regarding outcome of assessment.**

Mail	In Person	Phone	9748 9957
Parks Hire	Customer Service	Fax	9748 9914
Strathfield Municipal Council	65 Homebush Road	Website	www.strathfield.nsw.gov.au
PO Box 120	Strathfield	Email	council@strathfield.nsw.gov.au
STRATHFIELD NSW 2135	Mon-Fri 8.30am-4.30pm		

1. Event Details

Description of Proposed Event _____

Type of Event (please tick) Commercial Community/Non-profit
(Complete Section 3)

Date _____

Hours of Use (max 4 hours) _____

Approx no. of participants
(max. 15 people) _____

2. Applicant Details

Organisation _____

Contact Name _____ Title (Mr/Ms/Miss) _____

Postal Address _____ Postcode _____

Telephone _____ Fax _____

Email _____

Signature _____ Date _____

3. Community/Non Profit (Complete if applying as a community or non-profit group)

What are the aims of your organisation?

Is your organisation an Incorporated Association or a registered co-operative?

Yes No (If yes, please attach a copy of the relevant documentation to your application eg constitution)

No of Members: _____

Are there any requirements, qualifications or barriers, which apply to membership? Eg a new member must be introduced, financial requirements etc)

Financial status of your organisation

Please attach your last audited financial statement.

Is your group based in the Strathfield Municipality?

Yes No

Does your group provide a service to the Strathfield Municipality?

Yes No

Please provide description of the service: _____

Indicate the ways in which your organisation's activities increase the range of quality social, leisure, cultural and recreational opportunities in Strathfield:

Is the membership of your organisation or users of its services diverse? How would you describe the diversity (consider age/youth, cultural diversity, gender, interests etc)

Does your organisation have a publicly elected Management Committee?

Yes No *If YES, please provide details of your group's current officeholders*

Chairman/President

Name _____

Street Address _____

Phone (b): _____ Phone (h): _____

Mobile: _____ Email: _____

Secretary

Name _____

Street Address _____

Phone (b): _____ Phone (h): _____

Mobile: _____ Email: _____

Treasurer

Name _____

Street Address _____

Phone (b): _____ Phone (h): _____

Mobile: _____ Email: _____

4. Event Management

Site Plan: A site plan indicating where you wish to locate your event must be attached with this form. A copy of the Strathfield Square Facilities Map is available on Council's website. This can be used to mark the proposed location of your event.

Additional Requirements: Please provide full details of your requirements for managing your event. Add additional pages, if space is insufficient to fully detail your requirements.

Install temporary structures eg marquee or stage: *Do you intend to install marquee(s) or a stage? Please provide details such as type, size etc and also indicate on a site plan where you wish to install these structures.*

Waste Management: *how do you intend to manage waste generated from your event?*

5. Application Checklist

Please check your application and ensure the following are provided

- Complete all required sections of form
- Attach copy of \$10M Public Liability Insurance Policy Insurance (if required)
- Attach Site Plans indicating proposed location of event, temporary structures etc
- If Community or Non-Profit group, attach certificate of incorporation & financial statement

6. Declaration

All information supplied on this application is true and correct. I have read and I understand the terms and conditions of hire and will abide by these conditions. Privacy Statement: Strathfield Council collects and stores the information you voluntarily provide to enable processing of this application. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to government and other authorised agencies for the purposes stated above. Personal information will be managed in accordance with the *Privacy and Personal Information Protection Act 1998* and may be accessed by the individual to whom it relates on request to Council's Public Officer.

Name: _____

Signature: _____ Date: _____