

## PARKS AND RESERVES FACILITY BOOKING APPLICATION FORM

Please complete all the details below *accurately*

Organisation/Club/Group: \_\_\_\_\_ Position: \_\_\_\_\_ Postcode: \_\_\_\_\_

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Address: \_\_\_\_\_

Phone (W): \_\_\_\_\_ (H): \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

First Date (e.g. 07/09/18)	Last Date (e.g. 25/03/19)	Day (e.g. Monday)	Start Time (e.g. 9:00)	End Time (e.g. 14:00)	Facility Needed (e.g. Soccer Field, Cricket, recreation)	Activity/Location Please specify type of booking (e.g. Match/Cooke Park)	Number of Participants per Booking

### APPLICATION CHECKLIST

Please select all booking requirements:

- ☐ Line Marking
- ☐ Flood Lights
- ☐ Storage
- ☐ Change Rooms
- ☐ Key to toilets
- ☐ Canteen
- ☐ Attach copy of Public Liability Insurance Policy (if required)
- ☐ Waste Management Key (for a fee)
- ☐ Placing waste storage container(s) or portable toilet(s) in a public place (attach site plans)
- ☐ Installing a temporary structure on land e.g. marquee, stage (attach site plans)
- ☐ Installing or operating an amusement device within meaning of WH&S Act 2011 (attach site plans)
- ☐ Set up, operate or use a loud speaker or sound amplifying device (attach site plans)

Additional requirements/notes:

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### USER AGREEMENT APPLICATION

I, the undersigned, have read the Events in Council Park and Facilities Policy and the Terms and Conditions for Council Park and Community Facilities Hire and agree that the below mentioned organisation/group will use the facility in accordance with the Strathfield Council conditions contained in these documents. I understand that failure to comply with any of the Terms and Conditions of Use will result in the cancellation of my booking.

Name(s) of representative (s): \_\_\_\_\_

Signature of representative (s): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Strathfield Council Staff Member

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Please return completed form via either of the below methods:

#### Mail

Parks Hire  
Strathfield Municipal Council  
PO Box 120  
STRATHFIELD NSW 2135

#### In Person

Customer Service  
65 Homebush Road  
Strathfield  
Mon-Fri 8.30am-5pm

Phone 9748 9999

Fax 9764 1034

Website www.strathfield.nsw.gov.au

Email council@strathfield.nsw.gov.au

### PRIVACY STATEMENT

Council manages privacy and personal information in accordance with relevant legislation and Council's Privacy Management Plan. Information on how Council handles your personal information is explained in Council's Privacy Management Plan.

Council collects and stores your personal information in relation to your facility booking. You accept the provision of personal information is voluntary but failing to provide all or part of the sought after information may mean Council cannot process your booking. Information provided by you may be accessed by government agencies and members of the public in accordance with relevant legislation. Council is to be regarded as the agency that holds the information.

Under the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009 you can apply to access records of personal information Council holds about you, and then apply to amend or correct personal information.

You can access your personal information by writing to Council's Privacy Contact Officer at PO Box 120, Strathfield NSW 2135. You can view Council's Privacy Management Plan by visiting www.strathfield.nsw.gov.au/council/privacy-management/

### OFFICE USE ONLY

Facility Booked: ☐ Y ☐ N

Staff name and Date: