



# CASUAL HIRE RECREATION AREAS

## REQUEST TO BOOK SOCIAL/RECREATION AREAS

Strathfield Council has parks and sections within major parks, available for casual hire for social/recreational activities such as social gatherings, BBQs and picnics. The areas, which are available for casual hire, include Airey Park (one separate recreation area), Ford Park and Freshwater Park. Park descriptions including facility maps and photos are available on Council's website at [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au)

Council advises that groups who would like to secure use of a park or recreation area for a particular time or date should make a booking. If a conflict arises about use of the park or area with another group, Council's rangers and/or authorised staff are available 'on-call' to approved hirers to resolve the issue.

- **Please allow minimum ten (10) working days for processing of this application**
- **Refer to the "Terms and Conditions of Hire Guideline" when completing this application**
- **Do not attach payment with this application. Council will assess your application and contact you regarding outcome of assessment.**
- **Events involving more than 500 people must use Large Events Hire Application Form**

<b>Mail</b>	<b>In Person</b>	<b>Phone</b>	9748 9999
Parks Hire	Customer Service	<b>Fax</b>	9764 1034
Strathfield Municipal Council	65 Homebush Road	<b>Website</b>	<a href="http://www.strathfield.nsw.gov.au">www.strathfield.nsw.gov.au</a>
PO Box 120	Strathfield	<b>Email</b>	<a href="mailto:council@strathfield.nsw.gov.au">council@strathfield.nsw.gov.au</a>
STRATHFIELD NSW 2135	Mon-Fri 8.30am-4.30pm		

### Applicant Details

<b>Organisation</b>	<hr/>		
<b>Contact Name</b>	<hr/>	<b>Title (Mr/Ms/Miss)</b>	<hr/>
<b>Postal Address</b>	<hr/>	<b>Postcode</b>	<hr/>
<b>Telephone</b>	<hr/>	<b>ABN</b>	<hr/>
<b>Email</b>	<hr/>		
<b>Signature</b>	<hr/>	<b>Date</b>	<hr/>

### Event Details

**Description of Proposed Event** 

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**Type of Event (please tick)** ☐ **Commercial** ☐ **Community/Non-profit**

**Location of Event** 

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**Date(s)** 

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**Event Duration**

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**Hours of Use**

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**Approx no. of participants**

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**Please tick which activities, if any, you seek approval for and provide full details of your proposal in the section:**

- ☐ Installing a temporary structure on land eg marquee, stage
- ☐ Placing waste storage container(s) or portable toilet(s) in a public place
- ☐ Set up, operate or use a loud speaker or sound amplifying device
- ☐ Installing or operating an amusement device (within meaning of OH&S Act 2000)

If you are seeking approval for any of the above, please provide full details in the section below. 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. Note: marquees with pegs will generally NOT be permitted on sporting fields.*

**Noise generating activities:** *do you intend to use electronic equipment that generates noise eg public address system, speakers? Please provide full details and mark the proposed site of equipment on a site map.*

**Amusement Devices:** *Do you intend to hire amusement devices eg jumping castles, merry go round? Note use of amusement devices requires completion of the Application to Operate an Amusement Device Form*

**Placing waste container or portable toilet:** *do you intend to use a waste container or portable toilet? Please provide full details and mark the proposed site of this equipment on a site map.*

## Event Management

When planning your event, you must consider the following:

### Toilets

Many parks and sporting facilities provide public toilets, however your event may be held at times when the toilets are not available. Council recommends that you obtain a toilet key. A bond is payable, which is fully refundable upon return of the key to Council.

**Do you require a toilet key?**      Yes      ☐      No      ☐

### Waste Management

Council requires that you plan in advance how you will manage waste generated from your event. There are two options: you can apply to Council for additional waste bins (for a fee) or pay a bond, which is fully refundable.

**Do you wish to pay a bond?**      Yes      ☐      No      ☐

**Do you require additional waste bins?**      Yes      ☐      No      ☐

**If Yes, how many?** \_\_\_\_\_

## Application Checklist

Please check your application and ensure the following are provided

- ☐ Complete all required sections of form
- ☐ Attach Amusement Device Application (if relevant)
- ☐ Attach copy of \$10M Public Liability Insurance Policy Insurance (if required)
- ☐ Attach Site Plans (if relevant) indicating proposed location of temporary structures, noise generating devices, portable toilets etc

## 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: \_\_\_\_\_