

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.

When completing this form, please refer to *Strathfield Square Conditions of Temporary Hire Guidelines*. 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
Parks Hire
Strathfield Municipal Council
PO Box 120
STRATHFIELD NSW 2135

In Person
Customer Service
65 Homebush Road
Strathfield
Mon-Fri 8.30am-4.30pm

Phone 9748 9957
Fax 9764 1034
Website www.strathfield.nsw.gov.au
Email council@strathfield.nsw.gov.au

1. Event Details

Description of Proposed Event

Category of hirer (please tick) Commercial Community/Non-profit (please complete Section 3)

Date of event/activity

Hours of Use

(max 4 hours hire).

(Note: Fees apply to approved community groups after first 2 hours)

Approx no. of participants

(max. 15 people)

2. Applicant Details

Organisation

Contact Name

Title (Mr/Ms)

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)

Have you attached a copy of your most recent financial statement?

Yes No

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 and your target audience: _____

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: outline how 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 or amended upon application to Council.

Name: _____

Signature: _____ Date: _____