



MANNERS HILL PARK / PAVILION 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.....

Maximum expected patrons at one time: Adults:.....Children (under 16yrs):.....

Maximum expected patrons over entire event: Adults:.....Children (under 16yrs):.....

Does your organisation hold Public Liability Insurance? YES (if yes, please attach a copy) NO

EVENT DETAILS:

Please note the hire of Manners Hill Park (MHP) & the Pavilion before 3.30pm Monday to Friday is subject to operational requirements. We do not take bookings for Keanes Point or the Foreshore area.

Shire Resident only - Pavilion hire minimum 5 hours \$50 @ hour plus \$550.00 BOND

Non Shire Resident only - Pavilion hire minimum 5 hours \$100 @ hour plus \$550.00 BOND

Corporate fee / Commercial Functions / Large Community Events
- Manners Hill Park, Pavilion daily hire \$1000, plus \$1000.00 BOND

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.....(NB/ No night time hire)

- (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

Infrastructure - Do you need to operate or erect any of the following (*please tick if applicable*)

- Music
 Lighting
 Petting Zoo/Farmyard
 Pony rides
 Staging
 Decorations
 Bouncy Castle
 Generators
 Banners or Signage
 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

Will anyone be selling food? YES NO

Details for the MHP bond refund		EFT Payment Details	
Name of Payee:		Account Name:	
Address:		BSB:	
Email:		Account Number:	
Phone:			
Office use only: Bond amount paid \$		Date paid:	Receipt #
Vendor no.	Created/checked by:	Corp. Man. Sig:	Date:

Please note the following points:

- 1/ We have an additional form for 'Animals in the Park' such as ponies, horses, animal farm etc..
- 2/ 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.
- 3/ We do not permit the use of WATER SLIDES (due to the environmental impact to the grounds)
- 4/ We do not permit the use of BALLOONS/WATER BALLOONS (due to the environmental impact)
- 5/ We do not permit the use of COLOUR RUNS (due to the mess they leave behind)
- 6/ We do not permit vehicles on the reserve - except when setting up and dismantling operational equipment / Car Clubs
- 7/ Strictly no BBQs are permitted on the paving under the pavilion
- 8/ No line marking is permitted at the reserve
- 9/ No confetti
- 10/ No amplified sound or significant noise
- 11/ If the park is not left clean and tidy we may charge a fee if it is necessary for the Shire to clean up
- 12/ Decorations/banners at the pavilion - Please ensure no blue tack, tape, nails, screws or staples are used, we suggest using string to tie down decorations and hold banners up
- 13/ The capacity of the MHP public toilets allows hiring for up to 70 people. If the event being held is for more than 70 people you will need to organise additional toilets and cleaning
- 14/ The MHP toilets are presented as found on the day of hire, the Shire will not organise additional cleaning
- 15/ The park must be vacated by 6pm

Please note the Shire makes every endeavour to ensure the pavilion is in good/clean condition prior to your booking, however at weekends due to it being a public space we cannot make guarantees.