

City of Maribyrnong - Park Booking Application

Payment cannot be accepted with this form – do not send payment with this form

Name of applicant/s: _____

Organisation: _____

Address: _____

Suburb: _____ Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Booking details (*Bookings may be made up to six (6) months in advance*)

Type of booking (eg Wedding Ceremony, Private Function, Community Activity, Corporate Function) _____

Name of Park/Garden _____

Location within Park/Garden (eg stage, pond, BBQ) _____

Date: ____ / ____ / ____ (No more than six (6) months in advance)

Time: start _____ am/pm finish _____ am/pm (Maximum 4 hours)

Number of people attending: _____

Type of activities to be undertaken: _____

If you are unsure about any details of your application please call Leisure and Open Space on 9688 0348.

Do not send payment with this application.

Payment cannot be processed with this form. Once the application is received and assessed a letter acknowledging receipt of your application will be forwarded to you with payment details.

Acknowledgement – to be completed by Applicant

I acknowledge that the information provided on this application is accurate and correct.

Name (Applicant): _____

Signature: _____ Date: _____

Forward this application form to:

**Administration
Leisure Services
Maribyrnong City Council
PO Box 58
Footscray Vic 3011
Ph: 9688 0348 Fax: 9687 7793**

MUNICIPAL OFFICES

Napier Street
Footscray

POSTAL ADDRESS

PO Box 58
Footscray
Victoria 3011

DX

DX 81112

Footscray

TELEPHONE

(03) 9688 0200

FACSIMILE

(03) 9687 7793

INTERNET ADDRESS

www.maribyrnong.vic.gov.au

IMPORTANT: This section must be completed – please refer to Item 9 in the Terms and Conditions. All hirers must be covered for Public Liability Insurance to the minimum value of \$20 million.

Public Liability Insurance:

1. If you have your own public liability insurance please send a copy of your certificate of currency or complete the following; -
 - The name of your Insurer
 - Your public liability insurance policy number
 - The value of your policy (*min. \$20 million required*)
2. If you **DO NOT** have any public liability insurance, do you wish to take out cover with Council as described below? Please tick.

Yes ☐

No ☐
3. Council can arrange public liability insurance for a minimal cost of \$25.00.

Maribyrnong City Council is covered for public liability insurance but hirers are reminded that Council's own cover does not extend to cover their action during the hire of the facility.

The hirer must take out public liability insurance cover for a minimum sum of twenty million dollars (\$20,000,000), for the duration of the use of the reserve or facility.

For those hirers that do not have existing cover, Council may be able to arrange the required public liability insurance if requested. This cover is limited to events that are attended by a group known to the organiser, such as a wedding, club or family gathering. Any advertised events where the wider community is invited to attend are not included in this cover.

This policy is limited in its coverage. For a further list of terms please refer to our website www.maribyrnong.vic.gov.au under Parks and Gardens for Hire.

For a charge of \$25.00, this insurance cover is for twenty million dollars (\$20,000,000) and will provide liability protection for the organiser should an action be brought against them for any negligent act during the event relating to the hire. An excess of \$250 applies for any one claim made. All hirers have a duty of care towards any person attending the function to ensure that it is run in an orderly manner and does not place any person or property at risk to injury or damage.

It is the duty of hirers to report any incident that may lead to some action being brought against them or Council in the course of the hire of the facility.

The hirer shall indemnify the Maribyrnong City Council and keep the Maribyrnong City Council indemnified from and against all actions, suits, proceedings, claims, demands, damages and costs whatsoever brought, prosecuted or made (as the case may be).

This cover will be provided at the discretion of the Council Officer.

Acknowledgement

I acknowledge having read the "Terms and Conditions for Park Hire" and undertake to comply in all aspects to such conditions.

Name: _____

Signature: _____

Date: _____

Information provided by you will be used only for the purpose for which it was provided. Information will not be disclosed to any other party or used for any other reason except as required by law or with your prior written consent. Personal information provided by you can be amended at any time. To amend information or for further information about Maribyrnong Council's Privacy Policy visit the Council web site at <http://www.maribyrnong.vic.gov.au> or contact Customer Service, Maribyrnong City Council, Cnr Hyde and Napier Streets, Footscray 3011. Phone 9688 0200, Fax 9687 7793, TTY 9688 0564, email maribyrnong.vic.gov.au.

Office use only		
	Date	Initials
Received		
Letter of acknowledgement sent		
Payment received		
Booking completed		

A variety of open space is available for casual use and also for more formal use such as weddings, parties and festivals. Whilst a formal booking can be made for a specific location within a park or reserve, it does not give the hirer sole usage of the location as the park or reserve remains available to the public at all times. The booking does, however, restrict any other formal events from taking place at the given location at the same time. Following are the conditions of use set by Council for the formal use of parks and reserves.

1. Priority given to residents

Where Council receives more than one application for use, residents of Maribyrnong City Council and organisations based within Maribyrnong City Council will be given priority.

2. Casual Park Bookings

Casual park bookings are made for functions that coincide with general park usage such as BBQs, Picnics, Family or club gatherings etc (Weddings fall under casual park bookings). These shall not affect the casual public use of the park or reserve.

3. Types of Activities

a. Private Activities – Individual/Family

A private activity is conducted purely for social or recreation purposes by an individual or group and will have no commercial aspect eg family parties/picnic etc.

b. Private Activities – Business/Corporate Functions

A business / corporate function is conducted purely for social or recreation purposes by an individual or organisation and will have no commercial aspect eg business staff parties/picnics etc.

c. Community Activities

A community activity is a not for profit, non fee charging activity open to the community, serving a particular local community or local organisation needs or interests eg school fetes, walkathons, community fairs. Community activities must provide public liability cover. Some community activities may require an Event Permit. For further information contact Council's Recreation Development Officer on 9688 0304.

d. Weddings

Wedding ceremonies

A booking must be made for any wedding ceremony. A maximum of one wedding ceremony may be held per day in any specific area. Confetti is not permitted, but rice and rose petals will be accepted. Wedding ceremonies are limited to no more than 150 people.

Wedding Photos

No formal booking is required and no charge applies.

e. Commercial Activity (50 – 250 people)

A commercial activity is initiated for commercial gain and could include festivals, theatrical performances, farmers markets or sporting activities aimed at attracting visitors and/or for which fees are charged. Similarly, a commercial activity includes any organisation or individual using a public park in order to deliver a product from which that organisation will derive income or profit.

4. Fees

Booking Category	*Fees GST Inc
Wedding Ceremony	\$150.00
Public Liability Insurance	\$25.00
Private Activity – Individual/Family/ Business/Corporate Function	\$85.00
Community Activity	\$65.00
Commercial Activity	\$1560.00

**These fees are subject to change periodically.*

Payment can be made by cash, credit card, cheque or money order made payable to Maribyrnong City Council. Cash and credit card payments can only be made in person over the counter from 8.30am to 5.00pm Monday to Friday.

5. Booking Procedure

Bookings will be assessed on receipt of a completed application form. A letter of acknowledgement will be forwarded to the applicant with payment details attached.

6. Confirmation of Booking

Bookings will not be confirmed until full payment is received. Payment must be forwarded to Council within 14 days of notice of receipt of application.

7. Cancellations

Once a booking is confirmed, cancellations will only be accepted in writing.

8. Refunds

No refunds will be issued for cancellations that are received less than 14 days prior to the function. Cancellations received in writing 15 days or more prior to the function will receive a 75% refund. No refunds are given if the booking is not used due to inclement weather.

9. Insurance

The organiser is required to be covered for public liability insurance to the minimum value of \$20 million. For certain activities Council may supply the required public liability insurance for the duration of a casual park booking. This cover is limited to bookings that are attended by a group known to the hirer such as a wedding, club or family gathering. Any bookings that advertise to the wider community can not be covered by this policy. This policy is limited in its coverage. For a further list of terms please refer to our website www.maribyrnong.vic.gov.au under Parks and Gardens for Hire.

10. Indemnity

The applicant agrees to indemnify and to keep indemnified, and to hold harmless Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the applicant's performance or purported performance of its obligations under this agreement, except to the extent that Council is negligent. The applicant uses and occupies the Reserve/Park at its own risk and releases the Council from all claims resulting from any damage, loss, death or injury in connection with the Reserve/Park except to the extent that the Council is negligent.

11. Cleaning

Additional cleaning/ reinstatement costs that exceed normal levels of regular maintenance of parks and reserves arising from a casual park booking will be charged to hirer or taken out of bond moneys if applicable. Hirers are to leave the park or reserve as they found it. A charge will be incurred for excessive amounts of rubbish left.

12. Security Bonds

Security bonds may be requested by Council based on the size, nature, location and past history of casual park bookings.

13. Risk Management

The hirer is to identify any risk in the park and ensure that the area is safe before use. The applicant is responsible for the safety and well being of guests attending their activity. The hirer should notify Council of any situations or damage that require maintenance to be carried out. If the issue or problem needs to be attended to immediately, Council's Out of Hours service should be contacted on 9688 0363.

14. Structures

Jumping Castles, Marquees, Amusements etc

No marquees, jumping castles, animal farms or activities or structures requiring a sub contractor's service are allowed within the park/gardens/reserve.

15. Noise

Reasonable noise levels that do not adversely affect other park users or neighbouring residents must be maintained. Specific limitations of 72 decibels may be applied for long periods of amplification.

16. Damage

Any damage to Council property including grass, trees, shrubs, garden beds, facilities or ornamental structures must be repaired or reinstated at the hirer's cost.

17. Authority

Any instructions given by authorised Council officers, police, fire department or other emergency services must be adhered to.

18. Food/ Alcohol

Permits are required for the selling of food and alcohol within Council owned parks or reserves. Contact Council to be advised further.

19. Duration (Time)

Activities are to take place during day light hours which includes the set up and pack up and must not exceed four (4) hours. Not to begin prior to 8am unless otherwise authorised by council.

20. Tree/ Flora Protection

No structure is to be placed within 3 metres of any tree. No decorations, ropes or other materials are to be in contact with trees or shrubs.

21. BBQs

Only gas operated BBQs and roasting appliances to be used. Not to be used within 15 feet of any foliage. Protective matting must be used on grassed surfaces. No hot coals are allowed.

22. Filming

Permit is required to conduct filming within Council owned parks or reserves. Contact Council to be advised further.

23. Time required for booking application

Bookings will not be made more than six (6) months in advance.

Park Bookings - Frequently Asked Questions

Do I need a permit to use a park / reserve?

You need to make a park booking for activities such as wedding ceremonies, barbeques, picnics, family or club gatherings that coincide with general park usage, and that do not affect the casual public use of the park or reserve.

Do I need to book the park for a Wedding Ceremony?

Yes - a booking must be made for any wedding ceremony. A maximum of one wedding ceremony will be held per day in any specific area.

Do I need to book the park for Wedding Photos only?

No – no formal booking is required and no charge applies.

Will I have exclusive use of the park?

Whilst a booking can be made for a park or reserve, it does not give the hirer sole usage of the location. The booking does, however, restrict any other formal activities from taking place at the given location at the same time.

Can I pay by credit card on line or over the phone?

Credit card payments can only be made over the counter during office hours – 8.30am – 5.00pm Monday to Friday.

If I need to cancel my booking will I receive a refund?

No refunds will be issued for cancellations that are received less than 14 days prior to the function. Cancellation received in writing 15 days or more prior to the function will receive a 75% refund.

How far in advance can I book?

Bookings may be made 6 months in advance.

Will I receive a receipt after I have made payment?

A receipt will be forwarded to you or handed to you if you pay in person. This receipt is your confirmation that the booking is complete and should be attached to your letter of acknowledgement and carried with you on the day of your booking as proof of your booking.

Do I need Public Liability Insurance?

Yes - Refer to Item 9 in the Terms and Conditions – Park Usage. The organiser is required to be covered for public liability insurance to the minimum value of \$20 million dollars.