



## City of Ryde

### Event Booking Application Form

Organising an event can be an immense task and this application outlines Council's required documentation and conditions that pertain to general events.

**Definition of Event:** An event is an organised activity, occupying a recreation reserve, park, foreshore or playing field for more than one hour **and is attended by** 50 people or more. Classification may include: fetes, carnivals, festivals, community celebrations, promotions, displays, filming, photography, sporting gala days, aquatic, regattas, entertainment, fireworks.

If you wish to undertake business activities that includes hire of equipment you need to contact Council's Property Section and apply for a license. If you wish to undertake regular activities on a Recreation reserve a separate approval may be required. Please note that regular markets are not permissible on Recreation reserves.

**Please note:** Should your event attract an audience in excess of 10,000 people, you will be required to obtain approval from the Environment Protection Authority (EPA) to conduct a "Scheduled Event" the City of Ryde will require a copy of this approval prior to the event.

#### Procedure for Application

- The following application form is to be completed if you are organising an event on the City of Ryde Council's Parks or Recreation reserves.
- There are 24 questions that relate to holding an event, some of these questions may not be relevant for your event, however, all questions must be answered. Where indicated there are conditions and requirements to be adhered to. These are on the attachments 1 to 8.
- Please ensure that you read the conditions and requirements.
- A checklist (Attachment 9 p. 21) is attached for you to ensure all administrative application procedures have been attended to.
- A declaration (Attachment 10 p. 22) must be signed by the organiser and returned with the application.
- Council may set additional conditions these will be outlined in a reply letter.
- The booking fee and bond will be set along with appropriate conditions determined by nature, size and time of the event. The fee, bond and conditions can only be set after the application is assessed.
- **Complete the following application form and forward it to:**  
**Parks , City of Ryde Council, Locked Bag 2069, North Ryde NSW 1670**  
**Or Fax: 9952 8240 - All inquiries please telephone: 9952 8249**
- This form must be received at least 4 weeks prior to the event, otherwise approval cannot be guaranteed.
- Temporary partial road closures are to be submitted 12 weeks prior to the event to Council's Access Section.
- The bond is refundable in whole or in part, following an inspection after the event by authorised Council staff to determine compliance with Council's conditions.
- A reply letter will be forwarded that will advise of approval and conditions. By accepting your application, Council and the applicant automatically become bound by the terms of the conditions and approval as set out in this application.



**CITY OF RYDE  
EVENT BOOKING APPLICATION FORM**

NAME OF EVENT: \_\_\_\_\_

RESERVE NAME

OR SITE LOCATION: \_\_\_\_\_

DATES OF EVENT: \_\_\_\_\_

DATES & TIME THE

AREA IS REQUIRED: From: \_\_\_\_\_ to: \_\_\_\_\_

*(including set - up/dismantling time)*

TYPE OF EVENT: \_\_\_\_\_

PROVIDE A DESCRIPTION OF THE EVENT, INCLUDING THE OVERALL AIMS & OBJECTIVES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(Completion of **Attachment 1 & Attachment 2** is compulsory for all applications.)*

CONTACT NAME OF

EVENT ORGANISER: \_\_\_\_\_

ON BEHALF OF: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

PHONE: Bus: \_\_\_\_\_ Home: \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## GENERAL INFORMATION

### PLEASE NOTE:

- The cost to restore any damage to the reserve area as a result of the activities will be borne by the organiser.
- The decision to use the reserve and to ascertain that the surface is of suitable quality for the proposed event is the responsibility of the hirer.
- Any damage caused to turf surfaces as a result of use during inclement weather or inappropriate use will be deducted from the bond.
- A site plan example is included at page 12. The symbols shown are to be used on your site plan.

### 1. ESTIMATED ATTENDANCE & HOURS

a) Estimated daily attendance of participants: \_\_\_\_\_

b) Estimated daily attendance of spectators: \_\_\_\_\_

### 2. ACCESS BY MACHINERY/VEHICLES

a) If access to the proposed event site is required, describe the nature/size/number of vehicles, number of vehicle movements and the purpose of access:

\_\_\_\_\_

\_\_\_\_\_

Please indicate the vehicle access corridor and vehicle locations on **Attachment 1 p.13**.

- Please note that vehicles over 3 ton are not permitted on Council's parks or reserves.

### 3. TENTS/MARQUEES/STALLS

a) Do you propose to erect tents, marquees or stalls? YES/NO

b) If yes provide dimensions of marquee/tents/stalls:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please indicate location of marquee/tents/stalls on **Attachment 1 p.13**

- Because of the potential damage of underground services by using pegs, conditions will apply depending on site location.

### 4. ROAD/CARPARK CLOSURES

a) Do you require full or partial temporary road closures? YES/NO

b) Do you require full or partial temporary closure of cycle path? YES/NO

- If yes, please liaise with Councils Access Section on telephone 9952 8141.
- An application from the Access Section for Temporary Road Closure will need to be completed.
- **Notification of road closures requires at least 12 weeks notification.**

## 5. PARKING

a) Have any transport services been arranged to bring attendees eg. Shuttle service or buses?

YES/NO

b) If yes please provide traffic management plan eg. pick up and drop off area.

---



---



---

## 6. SALE OF FOOD AT THE EVENT

a) Is it proposed to sell food or drink?

YES/NO

b) Is it proposed to give away food or drinks at your event?

YES/NO

Provide details \_\_\_\_\_

- If yes applicants must comply with conditions as detailed on **Attachment 3 p.16**
- <http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/>

## 7. ALCOHOL

Is it proposed that alcohol be sold or supplied?

YES/NO

If yes then please note the following that must be complied with:

- If it is proposed to sell alcohol, an "On-licence (functions), liquor licence, or other appropriate liquor licence" must be obtained from the Liquor Administration Board and submitted to the Licensing Police at least 14 days prior to the date of the function. A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event. For further information regarding Licensing law details please contact the Licensing Police on telephone 9879 9699 (Gladesville) or 9858 5944 (Eastwood) .
- **Secondary supply:** If **you** sell or give alcohol to a person under 18 years **you** will be fined \$550 on the spot. - Liquor Act 1982 – Sect 114(4)
- As Council has Section 632 signs at reserves prohibiting consumption of alcohol a charge will be made to cover these signs for the duration of the event if approval for selling and/or consumption of alcohol has been granted by Council.

## 8. PUBLIC ADDRESS SYSTEM/PERFORMANCES

a) Will there be a public address system used?

YES/NO

b) If yes please provide the following details:

Times PA is proposed to be used - From: \_\_\_\_\_ To: \_\_\_\_\_

c) Will there be musical performances?

YES/NO

d) Will there be entertainment at the event?

YES/NO

e) What type of performance/ musical/entertainers is proposed?

\_\_\_\_\_

\_\_\_\_\_

f) State the number of speaker/sound power level (e.g. 240-watt speakers)

\_\_\_\_\_

\_\_\_\_\_

g) Proposed Performance times: \_\_\_\_\_

- Please supply a program detailing the performers and the type of music and include with this application.
- Location of speakers are to be noted on **Attachment 1 p.13**
- Applicants must comply with conditions as detailed on **Attachment 4 p.16**

**9. POWER/FLOODLIGHTS**

a) Do you require the use of Council's power supply? (where available) YES/NO  
If yes please circle the power required for your event.

Single phase    10 amp            15amp            3-phase            4 pin            5pin

b) Will a generator or other power source be used? YES/NO

c) Do you require Councils Floodlighting? (where available) YES/NO

d) Please indicate times required for floodlights: from: \_\_\_\_\_ to: \_\_\_\_\_

- If yes to any of the above refer to conditions on **Attachment 5 p.17**
- If additional power supply is required in excess of that available on-site, the hirer will be responsible for all costs associated with the upgrading of the power source.

**10. WASTE MANAGEMENT AND CLEANING**

a) Please state what arrangements have been made to minimise waste, eg. recycling stations (need to be organized with a private contractor)and provision of additional garbage bins for the event (Council supplied at cost plus 20% - a minimum of 2 weeks notice required).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

b) Please outline the cleaning management strategy in place to ensure the event site is clear of waste following the event. (If the site is note left clean a charge will be deducted from bond held)

\_\_\_\_\_

\_\_\_\_\_

- 
- 
- 
- Applicants must comply with conditions as detailed on **Attachment 3 p.15**

#### 11. AMENITIES

- Where the number of people attending the event exceeds 250, a minimum of 6 toilets must be provided. Thereafter one additional toilet for every additional 250 people must be provided.
- Where Councils amenities on site are insufficient, additional toilets must be provided as per the ratio stated above.

a) Please provide details regarding the number of additional toilet facilities intended to be placed on-site and the name of the provider of the service.

---



---



---

- Please indicate the location of portable toilets on **Attachment 1p.13**
- Applicants must comply with conditions as detailed on **Attachment 3 p.15**

#### 12. WATER

a) Does your event require access to Council's water supply? (Where available) YES/NO

b) If yes does the event require connection to supply for the duration of the event? YES/NO

c) If yes please indicate the extent and purpose of such a supply: -

A fee may be charged after the event for usage.

---



---

#### 13. SPORTING EVENTS/GALA DAYS/CARNIVALS

a) Do you require exclusive use of a sporting facility? YES/NO

b) Are you using different field layout than currently specified? YES/NO

c) Do you require dismantling or setting up of goal posts? YES/NO

Please provide details:

---



---



---

- Evidence of Public Liability Insurance (Certificate of Currency) must be submitted including cover for participants.
- A fee will be charged for removal or setting up of goal posts
- Applicants must comply with conditions as detailed on **Attachment 6 p.18**

#### 14. AQUATIC EVENTS

- a) Do you require use of a specific body of water ? YES/NO
- If an aquatic licence is required a copy of your licence is to be provided prior to the event.
  - Applicants must comply with conditions as detailed on **Attachment 7 p.19**

#### 15. **FILMING/PHOTOGRAPHY**

Fees for filming are determined by low, medium or high impact.

- a) Is commercial photography proposed? YES/NO
- b) Is private filming proposed? YES/NO
- c) Is commercial filming proposed? YES/NO
- d) Will backdrops be used? YES/NO
- e) If yes to backdrops please provide a description:

---



---



---

Please provide the location of backdrops on **Attachment 1. P.13**

#### 16. **AMUSMENT DEVICE**

An "amusement device" means anything mobile of fixed made available to members of the public on which, or any part of which, or by means of which, they may ascend or descend, or be carried, transported, raised lowered or supported for the purposes of amusement, games, recreation, sightseeing or entertainment.

- a) Do you propose to have amusement devices? YES/NO
- b) If yes please complete the following for any amusement devices that may be used during the event.

<b>Amusement/type of ride</b>	<b>Supplier</b>	<b>Telephone no.</b>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

- All amusement devices must be shown on **Attachment 1 p.13**
- Applicants must comply with conditions as detailed on **Attachment 8 p.20**

#### 17. **SCAFFOLDING, VIEW STANDS AND STAGES**

- a) Is it proposed to erect any scaffolding, view stands or stages? YES/NO

b) Please provide details of size and type of structure to be erected.

---



---



---

- All structures must be shown on **Attachment 1p.13**
- Applicants must comply with conditions as detailed on **Attachment 8 p.20**

## 18. FIREWORKS

a) Is it proposed to have a fireworks display? YES/NO

b) If yes please provide the details of the person obtaining the permit to detonate the fireworks.

Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_

Proposed time of display: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

c) Please tick the appropriate box on the type of permit held:

“Local display permit (1) day”  “Professional – General Permit”

d) Please provide permit no. \_\_\_\_\_

e) Have you advised your local fire service of the event? YES/NO

f) Will a local fire control officer be present? YES/NO

g) Has notification to neighboring residents been made advising of fireworks? YES/NO

- Applicants must comply with conditions as detailed on **Attachment 9 p.21**

## 19. HELICOPTER/AIRCRAFT LANDINGS

a) Are you proposing to have a helicopter/aircraft take-off and/or land on a site? YES/NO

b) Is the helicopter/aircraft for commercial use? YES/NO

c) Is the helicopter/aircraft for joy flights? YES/NO

d) Please indicate how many times the helicopter/aircraft will be landing and/or take-off from the site:

---

e) Please outline why you have chosen this site for the use of a helicopter/aircraft:

---



---

Applicants must comply with conditions as detailed on **Attachment 9 p.21**

**20. SAFETY PROCEDURES**

a) Please provide full details of the procedures to be taken to ensure the safety of participants and spectators, including First Aid, emergency vehicle access etc. (Please include names of individuals responsible and their roles)

---



---



---



---

**21. SECURITY**

a) Have you advised your local police service of the event? YES/NO

If no, it is the responsibility of the applicant to notify all relative authorities of the event.

b) If duration of the event is for more than a day and/or over 300 people are proposed to be in attendance, please provide details of security for crowd control, equipment, safety, displays, structures and overnight security needs.

---



---



---

- The organiser must take suitable precautions to ensure the safety and orderly behaviour of the spectators and appropriate crowd control.

**22. EVENT CLASSIFICATION**

Please complete either section A – Commercial Events or B – Non Profit/Community Events.

**A Commerical Events:**

- If the event is a commercial event please supply a copy of your certificate of Registration of Business Name and your ABN. \_\_\_\_\_

a) Is the event a promotional activity? YES/NO

b) Is merchandise being sold by the organiser? YES/NO

c) Do you plan to sell or give away products (other than food)? YES/NO

d) If yes, please provide details of items for sale/give-away

---



---

e) Are you charging participants an entry fee for this event? YES/NO

f) If yes, please indicate how much you are charging \_\_\_\_\_

g) Are you charging spectators an entry fee for this event? YES/NO

h) If yes, please indicate how much you are charging \_\_\_\_\_

**B Non Profit/Community Events**

- a) Are you a non-profit organisation? YES/NO
- b) Are you a charity? YES/NO
- c) If yes please provide charity no. \_\_\_\_\_
- d) Are you raising funds for a charity? YES/NO
- If yes, then a letter of endorsement from the charity must be supplied quoting their charity no. and the amount of percentage of donation expected.
- e) Has the organiser arranged sponsorship for the event? YES/NO
- f) Will this event be "sponsored" financially? YES/NO
- g) If yes, please provide details of sponsorship.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- h) Do you plan to sell or give away products (other than food)? YES/NO
- i) If yes, provide details of items for sale/give-away
- \_\_\_\_\_
- \_\_\_\_\_
- j) Are you charging participants an entry fee for this event? YES/NO
- If yes please indicate how much you are charging \_\_\_\_\_
- k) Are you charging spectators an entry fee for this event? YES/NO
- If yes, please indicate how much you are charging \_\_\_\_\_

**23. ADVERTISING SIGNS/BANNERS**

- a) Is outdoor advertising planned? YES/NO
- b) If yes, please provide details of signs /banners.
- \_\_\_\_\_
- \_\_\_\_\_
- c) Please provide details of the proposed location of Signs
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- Refer to conditions **Attachment 9 p.21**

## 24. CURRENT INSURANCE COVER

A Public Liability Insurance cover for a minimum of \$20,000,000 is to be supplied by the following applicants: corporations, associations, sporting clubs, religious organisations and commercial enterprises, individuals who use Facilities on more than 10 occasions in any 12 month period.

Have you attached a copy of your Public Liability Insurance?

YES/NO

## TERMS & CONDITIONS

1. This agreement shall come into effect upon the Council serving the Permit on the Hirer.
2. The Hirer must, within the time notified in the Permit, pay to Council the Fee and the Bond.
3. Should the Hirer cancel this agreement, the Hirer shall pay Council the following:
  - \$67.00 cancellation fee plus any expenses incurred on the facility preparation.
4. The Hirer must use the Facilities only for the Approved Purpose and at the Approved Times.
5. The Hirer must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. The Council may remedy a breach of this clause, the cost of which shall be a debt due from the Hirer to the Council.
6. The Hirer must not use the Facilities at any times that the Council, in its absolute discretion, determines that the Facilities are unfit for use or occupation.
7. Where in this agreement there is a debt due to the Council from the Hirer, the Council may, in its absolute discretion, call upon the Bond to satisfy the debt. In any such event, the Hirer must, as soon as practicable, replenish the Bond.
8. In accordance with section 5N of the Civil Liability Act 2002 (NSW), the Hirer uses the Facilities at its own risk.
9. The Hirer shall have in effect throughout the term of this agreement a policy of public liability insurance in a sum of \$20,000,000. The policy must note the interest of the Council and must be on terms acceptable to the Council. The Hirer must provide evidence of the currency of the requisite policy upon request by Council. Where the Hirer is in breach of any provision of this clause, the Council may effect its own public liability insurance policy to cover the Hirer's activities under this agreement, the cost of which shall be a debt due to the Council.
10. The Hirer must not do anything that will void or otherwise negatively effect the insurance policy obtained under clause 9 and must, as soon as is practicable, inform the Council in writing of any such voidance or negative effect.
11. The Hirer must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
12. Hirers who are not corporations, associations, sporting clubs, religious organisations and commercial enterprises who use Facilities no more than 10 occasions in any 12 month period

may be covered under Council's policy of public liability insurance subject to payment of \$56.50 for each occasion of hire.

13. The Hirer indemnifies the Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the Hirer's use of the Facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
14. The Hirer must comply with all applicable laws and Australian Standards at all times when using the Facilities, Without limiting the foregoing, the Hirer, in using portable soccer goalposts, must comply with Standards Australia guidelines HB 227-2000 (Portable soccer goalposts – Manufacture, use and storage).
15. The Hirer must, as soon as practicable, make good any damage caused (whether by act or omission) to the Facilities. The Council may remedy any breach of this clause, the cost of which shall be a debt due to the Council from the Hirer.
16. The Hirer must not erect any structures upon the Facilities except for temporary safety equipment (eg. goal post padding)
17. The Hirer must not assign its rights under this agreement without the prior written consent of the Council, which may be withheld at Council's discretion. Any consent given under this clause may be given conditionally.
18. The Hirer must not cause any nuisance to properties within the neighbourhood of the Facilities.
19. The Hirer must not supply or consume alcohol on the Facilities without the Council's written consent which consent may be withheld at Council's discretion and which may be given conditionally.
20. The Hirer must not drive any vehicle onto the Facilities unless there is provision for vehicles by way of roads and parking areas.
21. Where Facilities are being repaired/maintained by Council, the Hirer must, in its use of the Facilities comply with any lawful direction given by the Council.
22. The Hirer warrants that, prior to each use of the Facilities, the Hirer has either:
  1. assessed that the toilets, waste receptacles and related amenities provided at the Facilities ("**Amenities**") are sufficient to serve the needs of the likely number of spectators that will attend the Hirer's event(s); or, if that is not the case
  2. obtained the Council's consent to the installation of any additional temporary Amenities to address any deficiency and, at its cost, installed the additional amenities in a proper and workmanlike manner and in accordance with any directions from Council and other industry standards.
23. Where clause 22(b) applies:
  1. the Hirer shall, as soon as possible after the relevant use of the Facilities, remove any temporary Amenities installed; and
  2. clauses 5 and 15 of this Agreement shall apply to the installation, use and removal of any temporary Amenities.
24. The Hirer must remove any of its members from the Facilities where, in the opinion of the Council, the member misconducts themselves and Council directs their removal.

25. The Hirer must not charge an entry fee to the Facilities without the prior written consent of the Council, which consent may be withheld at Council's discretion or granted conditionally.
26. The Hirer must not copy any keys made available by the Council to the Hirer for the Facilities. Any such keys must be returned to Council immediately following the completion of this Agreement.
27. A party may terminate this Agreement where the other party fails to pay any money due under this Agreement or commits a material breach of this Agreement. Without limiting the foregoing, a material breach is taken to have occurred where:
  1. a party gives the other party notice to remedy a breach within a reasonable time and the other party fails to remedy the breach within that time; or
  2. there is a breach of clauses 22 or 23 of this Agreement.
28. The Hirer's address for service of any notices under this Agreement shall be the address specified in the Application. Service shall be taken to have been effected in accordance with section 76 of the *Interpretation Act 1987*.
29. Definitions

**Application** means the "Application for Seasonal Use of Sporting Fields" submitted to the Council by the Hirer

**Approved Purpose** means the purpose identified in the Permit

**Approved Time** means the dates and times specified in the Permit

**Bond** means either:

- cash; or
- an unconditional agreement issued by a bank or other body approved by Council to pay to Council the amount specified in the Permit.

**Council** means the City of Ryde Council and includes, where the context allows, its employees and authorised agents

**Facilities** means the facilities identified in the Permit.

**Fee** means the fee identified in the Permit

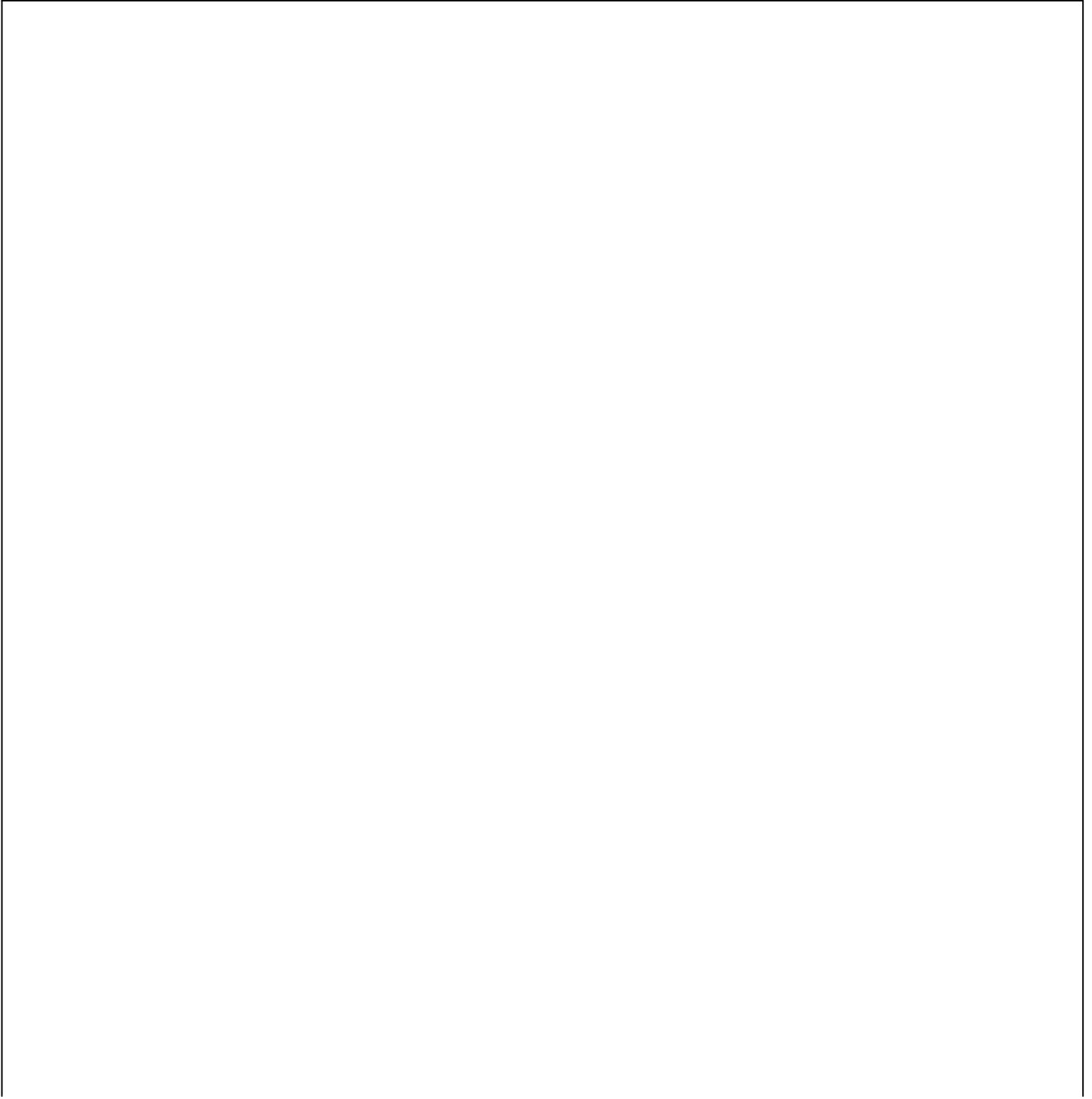
**Hirer** means the Hirer specified in the Application and includes, where the context allows, the Hirer's employees, agents and invitees.

**Permit** means a letter issued by the Council to the Hirer approving an Application and specifying the terms and conditions of the approval.

**John Neish**  
**General Manager**

**ATTACHMENT 1****SITE PLAN OF THE EVENT**

Please provide a detailed and dimension site plan including location of all structures: parking (including proposed additional parking): details of road closures; PA systems; amusement devices; tents, marquees; food/drink/merchandise stalls; stage; sound & lighting towers; portaloos; access path; temporary seating; marquees; signage; displays; first aid station; emergency vehicle access etc.



**ATTACHMENT 2****Declaration**

The following declaration is to be signed by the organiser of the event.

It is important that you fully understand the terms and conditions pertaining to the hiring of Councils Recreation Reserves. It's the responsibility of the organiser to meet the conditions and contact the relevant authorities ensuring that all necessary documentation outlined in the application are obtained and a copy is forwarded to the Parks Bookings Officer within 5 working days prior to the event.

Name of Event: .....

Location of Event: .....

Dates From: ..... To:.....

I ..... accept and understand the terms and conditions of hire pertaining to organising the event.

Name: .....(Please Print)

Position: .....(Please Print)

Signature: .....Date:.....

Contact telephone number during business hours: .....

**ATTACHMENT 3****SALE OF FOOD AT THE EVENT**

- All temporary food premises (stalls) are to comply with Council's Code for Temporary Food Premises, the Food Act 1989 and Food Regulations 2001.
- Details of the stall layout, construction equipment, facilities and power source to be used are to be submitted to Council with this application.
- Any vans used for the preparation and sale of food should be constructed in accordance with Councils "Code for Food Stalls and Food Vans" as well as the above mentioned legislation.
- The stalls and /or vans are to be inspected and approved by Council's Environmental Health Officer on a workday prior to their use at the event.
- All inquiries for food and/or drink outlets, food preparation, storage, handling and arrangements for inspection can be made with Council's Health Services on telephone (02) 9952 8273 at least 4 weeks prior to the event.
- <http://www.foodstandards.gov.au/scienceandeducation/factsheets/foodsafetyfactsheets/charitiesandcommunityorganisationsfactsheets/>

**WASTE MANAGEMENT**

- The organiser is responsible for waste management of the event. Details of waste and garbage disposal systems can be obtained from Councils Waste Services on telephone 9952 8269. (Council **does not** provide waste services for private or commercial purposes.)
- All facilities, amenities and area must be left in a clean and tidy condition at the conclusion of the event devoid of all rubbish and debris. (A fee will be deducted from the bond held if this is not adhered to).

**AMENITIES**

- It is the responsibility of the hirer to open and close the amenities and associated facilities on the reserve.
- Keys for the facility can be obtained by contacting Parks Section on 9952 8549 and will be available for pick up after payment of fees and within 5 days of the scheduled event.
- The cost and supply of portable amenities is the responsibility of the organiser.
- Portable toilets are not to be located within 20m of a storm water drain or watercourse.
- Portable amenities must be located on level ground and secured.
- In the event of a spillage, the organiser is responsible to contact the hiring company immediately to rectify the problem in accordance with the Protection of the Environmental Operations Act (1997).
- Hosing of wastes down storm water drains is not permissible.

**ATTACHMENT 4****PUBLIC ADDRESS SYSTEM/ENTERTAINMENT**

Protection of the Environmental Operations Act (1997) applies in relation to noise control and is administered by Council, the NSW Police Service and the Environment Protection Authority. Any approval for use of a reserve or beach by Council is subject to the above Act.

The following guidelines are contained in the Environmental Noise Central Manual published by the Environment Protection Authority.

**Open Air Entertainment**

- The LA10 (30min) noise level of the music should not exceed the background level LA90 (30min), measured in the absence of the open-air entertainment, by more than 5dB(A) when measured at the nearest residential boundary.
- Mixing equipment should be regulated to control low frequency noise such as drums and bass.

**PA Systems**

- The environmental objective is a noise intrusion of not more than 5dB(A) above the background at any affected residences or other noise sensitive locations.
- Speakers should be located and the volume controlled so that the noise levels do not impact on the amenity of any nearby residents.
- The public address system should only be used to control the event and not for giving commentaries, advertising or playing music.
- Speakers should be small lower power units no more than 20cm across and operated by an amplifier of no more than 30 watts. Horns should be pointed downward at 45 degrees.
- It is preferable to place more small power horns around the event area than use large power units.
- Any instructions issued by Council's Health Officer relating to these conditions of approval shall be completed immediately.

Any inquiries please contact Council's Health Services on telephone 9952 8273.

**ATTACHMENT 5****POWER REQUIREMENTS****Conditions and requirements**

- All electrical installation shall comply with AS-3002 – Temporary Wiring of Amusement devices.
- Where flexible extension cords are used to provide power, a core balance earth leakage circuit breaker having a rated tripping current not exceeding 30mA, shall be installed at the first point of supply to protect the equipment and the user.
- Double adapters and 3 pin adapters (piggyback) are NOT to be used.
- Flexible extension cords shall be supported above the ground, at a height of not less than 2.5 meters or covered underground so as to provide clear access for personnel. ( as described in AS.3002) This does not apply within a distance of 2 meters from where the power is to be used.
- All electrical equipment used must have been tested and tagged as per Work Cover Code of Practice within 6 months of use.
- Residual current detectors should be used as an added safety precaution.
- All outdoor lighting to be switched off by 10.00pm.
- A fee for use of electricity will be calculated at the completion of the event and either an account will be sent or subtracted from your refundable bond.
- A key will be required to access power or floodlighting, to obtain the key please contact Parks Section on telephone 9952 8249.

**GENERATORS****Conditions and requirements**

- All portable generators used in the situation described must comply with AS2790 as amended, Electricity Generating Sets – Transportable (up to 25KW)
- The power supply for all wiring emanating from a portable generating set, must comply with the Code of Practice – Electrical Practices for construction Work including protection by a core balance earth leakage device with a rated tripping current not exceeding 30mA.
- The above Code of Practice includes details of the requirements for the use of electrical leads that may be attached to the generator. This includes such things as protecting them from damage, inspection and tagging procedures, keeping leads away from wet places, locating leads above work areas or passageways so that clear access is provided beneath them, and so on.

**ATTACHMENT 6****SPORTING EVENTS**

- The organiser is responsible for field set up in such a way that it prevents damage to people or property by providing adequate precaution i.e. temporary netting or fencing.
- Any damage caused to persons or property will be the responsibility of the hirer.
- If the sporting facility requested is allocated to other sporting codes then a written release is required from them must be and attached to this application.
- All structures are to be noted on Attachment 1 – site plan.
- No vehicles are allowed on the sporting fields.
- All star pickets are to be capped.
- Flagged bunting is the preferred method of connecting star pickets.
- Roping off fields must only occur shortly before the commencement of competition and must be taken down immediately after.
- Rope must be adequately highlighted by brightly coloured ribbon and long enough to be highly visible, tied at no less than one (1) meter along the full length of the rope.
- Under no circumstances are star pickets and ropes to be left up overnight or unattended on the playing fields.
- Activities such as abseiling, hang gliding, parachute jumps and rock climbing require approval from the Group Manager Community Life or representative and must be consistent with the Plan of Management for the area. The organiser must provide a public liability of \$20,000,000 and supply a certificate of accreditation prior to the event.
- Written consent is to be obtained by Department of Aviation for parachute jumps.

**ATTACHMENT 7****AQUATIC EVENTS****Conditions and Requirements**

- Emergency vehicle accesses are to be kept clear at all times.
- The appropriate safe erection of approved contest site tents, are not to block access from the waterfront.
- An individual with a Bronze Medallion Certificate and a 1<sup>st</sup> Aid officer are to be present at the event. A nominated person who will fulfill the roles noted on question 15 under safety procedures is also required.
- Any proposed closure of car parks is to be noted on question no. 5 and contact is to be made to Council's Access Section. A copy of the approval is to be attached with the application.
- There is to be no interference or trespass onto any area that is cordoned off for works, upgrading, regeneration or onto any area of a beach that is designated as a dune restoration area.
- If waterways are being used a license from the NSW Waterways Authority must be obtained and a copy submitted to Council prior to the event.
- Permission may also be required from the Department of Land and Water Conservation and Fisheries.

**ATTACHMENT 8****AMUSEMENT DEVICES**

- Each amusement device must be registered with the Work Cover Authority as required under the Occupational Health and Safety Regulation 2001, Part 5 – and Australian Standard.3533 Registration.
- A copy of the current “Certificate of Worthiness” for each item must be submitted.
- Evidence of a current up to date service logbook must be provided.
- Each amusement device must have in force a contract of insurance or indemnity of not less than \$20,000,000 Public Liability Insurance. (Certificate of currency is to be presented.)
- Copies of the above requirements should be submitted to Council no less than 14 days prior to the event.
- The ground or other surface on which devices are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.
- All structures being set up prior to the event are the organiser’s responsibility for security of equipment and safety to the public.

**SCAFFOLDING, VIEWING STANDS, JUDGING STANDS, STAGES**

- Stages and scaffolding must be erected by appropriately ticketed scaffolders and be certified structurally stable by a practicing Structural Engineer. This certificate must be submitted to Council one working day prior to the commencement of the event.
- Public Liability Cover of \$20,000,000 is required for any persons setting up structures and/or scaffolding. Current certificates are to be submitted to Council prior to the event.
- All structures being set up prior to the event are the organiser’s responsibility for security of equipment and safety to the public.
- The ground or other surface on which structures are to be erected must be sufficiently firm to sustain the device while in operation and not dangerous because of its slope or irregularity or for any other reason.

**ATTACHMENT 9****FIREWORKS**

- A Fireworks Permit is to be obtained from the Work Cover Authority of NSW and Certificate of approval from the Dangerous Goods Branch of the Work cover Authority and Board of Fire Commissioners for Firework Display is to be submitted to Council prior to the event.
- Work Cover may refuse to issue a permit if Council has objections to fireworks in a particular location or at a particular time and/or day.
- Fireworks Permits must comply with “DG108” conditions of permit.
- No fireworks are permitted within 50 meters of dwellings.
- A copy of a Public Liability Policy (Certificate of Currency) with a minimum of \$20,000,000 indemnity, issued by an insurer carrying accident insurance company in NSW which indemnifies to an unclaimed extent or up to \$20,000,000 is required and must accompany this application.
- You are required to contact the local fire brigade and police and advise of your proposed fireworks display.
- Fireworks displays are not permitted during a total fire ban.
- All fireworks displays are to be completed no later than 9.30pm. (unless authorised by a Council Authority).
- Copies of the above details are to be submitted to Council no later than fourteen days prior to the event-taking place.

**ADVERTISING/DISPLAYS**

- Signs are not permitted in City of Ryde Council Reserves unless authorised by Council's Parks section.
- The maximum period of display for signage will be determined by Council.
- Signs must be removed immediately after the event.
- It is the organiser's responsibility to ensure signage is erected securely and safely.

**HELICOPTER/AIRCRAFT LANDINGS**

- The HLS is to be clear of all persons, other than person essential to the helicopter operation.]
- No person outside the helicopter, other than a person essential to the operation is within 30 meters of the helicopter.
- Appropriate permission is to be sought from all relevant authorities and documentation of approval should be attached to this application, including CASSA and local Police Services.
- A minimum of 2 Security marshals to be in place for landing and take-off of the helicopter/aircraft.
- The pilot of the helicopter/aircraft operating must have a current license and comply with the Civil Aviation Regulations and Orders.

## Event Booking Application Checklist

- |     |   |   |
|-----|---|---|
| 1.  | Event organiser details and contact phone numbers during business hours. P. 2.  | □ |
| 2.  | Estimated attendance and hours for event including set up and dismantling. P. 3 | □ |
| 4.  | Access by machinery/vehicles. P.3   | □ |
| 5.  | Tents/marquees/stalls - public liability of person erecting structures. P.3     | □ |
| 6.  | Road/carpark closure P.4  | □ |
| 5.  | Traffic Management Plan P.4   | □ |
| 6.  | Sale of food/drink at the event. P.4  | □ |
| 7.  | Proposed alcohol consumption. Copy of licence. P.4                              | □ |
| 8.  | Public address system /entertainment. P.5                                       | □ |
| 9.  | Power/Floodlights details. P.5  | □ |
| 10. | Waste Management and cleaning strategy. P.6                                     | □ |
| 11. | Provision of Amenities. P 6   | □ |
| 12. | Water supply requirements. P.7  | □ |
| 13. | Sporting events. P. 7   | □ |
| 14. | Aquatic events. Copy of licence required. P.7                                   | □ |
| 15. | Filming/photography P.7   | □ |
| 16. | Amusement devices and copies of logbooks and Public Liability Insurance. P.8    | □ |
| 17. | Scaffolding, view stands and stages and Public Liability Insurance. P.8         | □ |
| 18. | Fireworks Permit. P. 9  | □ |
| 19. | Safety and Security details. P. 9   | □ |
| 20. | Event Classification. P. 10   | □ |
| 21. | Advertising/Banners P.11  | □ |
| 22. | Public Liability Insurance. P.11  | □ |
| 23. | Site Plan. P.13   | □ |

Printed by