

Casual Park Hire - Bookings (not weddings)

Application for approval for use of community land under Section 68 of the Local Government Act 1993

This form is for ceremonies and park bookings other than Wedding Ceremonies.

For Wedding Ceremonies use **Casual Park Hire - Wedding Ceremonies** application form.

Terms and Conditions

- Council reserves the right to alter or relocate an approved event in certain circumstances at its discretion.
- Applications must be submitted a minimum of ten weeks prior to event. It is preferred that applications are posted with payment or submitted in person at a Council office.
- If the event is ten weeks or less** then the application will have to be **submitted with payment - no exceptions**. The application can be posted with a cheque or money order made payable to Tweed Shire Council or alternatively paid over the counter at a Council office.
- Accepted payment is cheque or money order; or cash or card for over the counter payments at a Council office.
- Individual responses to applications are not provided. Council will contact you if further information is required.
- Emailed applications will be invoiced. Invoicing can take up to 30 working days to issue. Do not email your application if your event is 10 weeks or less. Post with a cheque or money order as detailed above.
- Tentative bookings will hold the location for two (2) weeks to allow for the application to be submitted. To check availability or make a tentative booking call Council on 1300 292 872 or 02 6670 2400.
- Submission of an application does not constitute approval.
- Fee is non-refundable and payable upon application. Refer to Council's Fees & Charges for current charges <http://www.tweed.nsw.gov.au/FeesAndCharges>.
- Check the Popular Location pdf in the Available Downloads section on the [Parks, Gardens and Reserves](#) page of Council's website for specific conditions at certain locations.
- Ensure the Day of the Week, Date, Time and Location are correct. This is what applies to the approval notice.
- Approvals are in NSW time.
- Parks are on a maintenance schedule and approval does not mean the area will be mown prior to your event.
- Minimal infrastructure allowed – portable shade shelter must not exceed 20m².
- Ensure that the approval is available on the day as proof of use.
- No exclusive use. The area is to be shared with the public and any other approved events.
- Activities must consider the impact of nearby residents and other park users. Loud music, excessive noise or inappropriate behaviour will not be accepted.
- Non-compliance to the approval or any other regulations advised, sign posted or otherwise relating to the area of approval is a breach of the Local Government Act 1993 or other relevant acts and penalties may apply.
- The area will be left in a clean and tidy manner. All rubbish to be removed and no damage to the environment.

Restrictions – Not approved under this application

- Vehicular access – vehicles are not permitted to access public parks and must only use public roads and car parking areas.
- Activities such as wedding receptions and 18 or 21 birthday parties or such other events.
- Commercial based events, including promotional days or business gatherings.
- Commercial marquees.
- Sale of food or catering by commercial catering companies.
- Amusement devices (eg jumping castles, pony rides, animal farms etc) - refer to [Amusement Devices](#)
- Exclusive use – the area is to be shared with the public.
- Use of power.
- Alcohol.
- Fireworks - refer to Tweed Shire Council's page on [Fireworks Displays](#)
- Release of balloons – refer to the [Protection of the Environment Operations Act 1997 No156 Section146E](#)

Casual Park Hire

Application for approval for use of community land under Section 68 of the Local Government Act 1993

(OFFICE USE)

RSPARKHIRECASUALGST Receipt No.

Date Received

A1. Applicant Details

Contact Person

Organisation

Postal Address

Suburb

State

Post Code

Telephone

Mobile

E-mail

A2. Booking Details

Naming Ceremony, Remembrance Ceremony, Team Building Activities or any other structured event

Type of Booking

Please attach a copy of Certificate of Currency for Public Liability minimum of (\$20) twenty million for commercial based bookings. This must be current for the date of the booking.

Insurance Attached

Description of Event
(Specific with Details)

Park/Beach Name

Nearest Road and
Cross Road/s

Day of Event

Date of Event

Start Time

Finish Time

No. of Attendees

Was a temporary booking made? Yes

No

A4. Applicants Declaration

I declare that all the information in this application is true and correct.

If the information is incomplete the application may be delayed or rejected.

A copy of the Rules and Conditions applying to bookings and use for Casual Park Hire has been supplied to me. I acknowledge that by signing this declaration I have read the Rules and Conditions and undertake to abide by them in my use of the parkland/beach and will be responsible for all attendees related to my booking. I understand that approval is not automatic.

This application is confirmation of use and not a tentative booking and submission of this will incur fees which I agree to pay.

Applicants Name
(please print)

Applicants Signature
(Required)

Date

Note: Individual responses to applications will **NOT** be provided. Council will contact you if further information is required. Processing of applications can take up to 10 working days and invoicing up to 30 working days.