

LOCAL LAW ACTIVITY PERMIT APPLICATION



You will need a permit to use Central Goldfields Shire Council land for small temporary activities. Small temporary activities:

- Have less than 100 people in attendance
- Use minimal equipment

Applicant Details			
<input type="checkbox"/> Organisation name: _____		<input type="checkbox"/> Individual	
Contact person:			
ABN (if applicable):			
Postal Address:		Postcode:	
Telephone:		Mobile:	
Email:			
Permit Details			
Proposed activity:			
Details of space required:	<input type="checkbox"/> Reserve	<input type="checkbox"/> Road	<input type="checkbox"/> Footpath
Activity Address:		Postcode:	
Type of Permit	<input type="checkbox"/> Commercial activity		<input type="checkbox"/> Non commercial activity
Dates:		Time:	
Number of attendees:			
Will you erect temporary structures?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, please detail temporary structures			
Will food be served?	<input type="checkbox"/> Yes - free of charge	<input type="checkbox"/> No	
	<input type="checkbox"/> Yes – sold at the event		
Do you require access to power?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
All other relevant details:			

<p>Sketch plan of site setup: <i>(please attach plan if you need more room)</i></p>	
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<p>Your application must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administration cost (for commercial activity) <input type="checkbox"/> 20 million Public Liability Insurance providing principal's indemnity cover. This should include the name of insurer, name of policy holder, insurance expiry date policy number.

<p>Signature of applicant:</p>	
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<p>Date:</p>	
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<p><i>Office use only</i> Permit Conditions:</p>	
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<p>Approved by:</p>	
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<p>Submit your Permit Application Form to: Central Goldfields Shire Council, 12-22 Nolan Street, Maryborough</p> <p>Or</p> <p>Email: mail@cgoldshire.vic.gov.au with the subject 'Local Law Activity Permit Application *activity name and date*'</p>
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Venue/Facility Hire Conditions

Application

Every application must be made on the prescribed form and lodged with the Council. Each application must be signed by the applicant stating the purpose and hours required, and containing an undertaking to comply with the conditions of hire.

State Government Restrictions

It is the responsibility of the hirer to ensure all epidemiological conditions and government restrictions.

Cancellations and Tentative Bookings

Cancellation of a booking must be made no less than fourteen days prior to the date of the activity. The Council reserves the right to retain the deposit (if applicable) if a booking is cancelled inside the fourteen-day period. Tentative bookings will be accepted, but unless confirmed within fourteen days, will have no standing should a firm booking be required by another hirer for the date concerned.

Set Up & Clean Up

The onus is on the Hirer to arrange the set up for their booking. Clean up work not done by the Hirer will be undertaken by Council staff and a cleaning fee will apply. The Hirer is responsible for ensuring the space is fit for purpose and clear of hazards prior to use and must ensure that any spills or hazards that arise during the use are cleaned and the hazard removed.

Conduct

The hirer is responsible for the conduct of patrons and will be held accountable for damage caused by disturbances or mismanagement of any function.

Damage

The venue/facility must not be interfered with or in any way damaged. No notices, signs or advertisements of any kind can be erected on any venue/facility or building without prior consent from Council. Decorations may only be affixed by string or fishing line, or as otherwise directed by Council.

Any damage to Council property should be reported to Council immediately on phone number 5461 0610, to ensure that maintenance is carried out.

Gambling

No game of chance either directly or indirectly where money is passed as a prize can take place at any venue/facility without first obtaining consent from Council.

Alcohol

Serving and/or consumption of alcohol is not permitted unless pre-approved, in writing, by Council. Council will not provide insurance cover for events / activities where liquor is to be consumed.

Cleaning

The hirer must at the conclusion of each hire, remove all rubbish from the venue/facility and leave the venue/facility in the same condition as it was found. A penalty charge may occur if the premises are not left in a satisfactory condition.

Venue/facility Management

The hirer and persons under its direction must comply with all directions or orders given by the Council about the management of activities being conducted at the venue/facility.

Free Access

Any Councillor or Officer of the Council who is on Council business, must at all times have free access to any and every part of the venue/facility.

Limit of Hiring

The hirer is only entitled to use the particular part or parts of the venue/facility hired and the Council reserves the right to let any other portion of the venue/facility for any other purpose at the same time.

Public Liability Insurance

The Hirer is required to have Public Liability Insurance to the amount of \$20 million. Proof of insurance must be submitted with the application. If the Hirer does not have insurance they are able to obtain cover from the Council at a cost of \$10.

Guarantee and Indemnity

The applicant releases the Central Goldfields Shire Council, its employees, officers, agents and contractors from and will indemnify and keep indemnified the Central Goldfields Shire Council, its employees, officers, agents and contractors against all claims, actions, losses and expenses of any nature which the Central Goldfields Shire Council may suffer or incur or become liable for in respect of or arising out of any accident or damage to property or injury or death suffered by any person arising from any occurrence in or near the venue during the term if this hire resulting from the negligence of the applicant. Nothing in this agreement is intended to or does constitute this agreement as a lease or exclusive right to possession. The applicant's use of the venue is not exclusive and the Central Goldfields Shire Council reserves its rights to enter the venue as is necessary or desired and to allow others to do so, as it sees fit, during the term of the hiring.

Disputes

In the event of any dispute or difference arising as to the interpretation of these conditions or of any matter or thing contained therein, the decision of the General Manager Corporate and Community Services is final and conclusive. Right of Refusal; Council reserves the right to refuse to hire the venue/facility at its absolute discretion without prejudice.

Acceptance of Terms and Conditions

I/ We acknowledge, in making this Application for Hire having received and read the Terms and Conditions, agree to abide by them.

I/ We are FULLY AWARE and ACCEPT that, should this application be approved, the Conditions of Use as set out above become part of the Agreement to Hire the venue/facilities.

Name:	
Signed:	
For and On Behalf of: (Name of Organisation)	
Date:	

** The hirer must be over 18 years of age to book the venue/facility and sign the Agreement.*

Privacy Statement

Central Goldfields Shire Council is collecting your/ your organisations information on the hire application forms for the purpose of registering and administering your/ your organisations application to hire the requested venue/facility. The information submitted on all applications will be used solely by Council for that purpose, and will not be disclosed outside Council except as required by law. The information will not be disclosed to others for marketing purposes. Access to this information can be made by contacting Council.

Further information

Should you require any further information regarding the hire application and process, please contact Council on 03 5461 0610.