1. **EVENT HOLDER DETAILS**

**Organisation:** …..….………………………………………………………………………………

**Address:** ……………………………………………………………………………………………

**Contact Person:** …..……………………………………………………………….…………......

**Position:** ……….………………………………… **Telephone:** ………………..…...……..……

**Email:** .…………...………………………….…...………………….……………..………………

1. **PURPOSE OF HIRE**

**Description:** ….……….………………………………….……………………………..………...

………………………………….……………………………………………………..……………..

**Date/s:** …………..…..…….…………

**Times:** Start ………………………am/pmFinish ……….………..……am/pm

**Site Preparation:** Date ……………………….....…… Time ……….………………………

**Site Vacated:** Date ……………………..………... Time ….…………………..……….

**Estimated Attendance Number:** …………………………..……

1. **LIFE GUARD**

**A Qualified Life Guard must be on duty at all times during the Event Hire period.**

**The number of Life Guards will be dependent on the number of attendees.**

Will you be providing a qualified life guard at this event? **YES / NO**

If YES, who will be providing this service, please include qualifications:

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If NO, arrangements must be made to hire Council’s qualified life guard.

Will you be hiring Council’s qualified life guard at this event? **YES / NO**

1. **WASTE MANAGEMENT**

Will this event require assistance with waste management? **YES / NO**

If YES, please provide details (Council may be able to assist):

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1. **INSURANCE**

Does the Event Holder have public liability and professional indemnity

insurance (minimum $20 million) to cover the hire period and

purpose of hire / activity? **YES / NO**

Please attach a copy of the Certificate of Currency Attached: **YES / NO**

1. **ALCOHOL**

The sale or provision of alcohol is not permitted at this venue

1. **ADDITIONAL INFORMATION**

Please provide any additional relevant information:

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1. **CONDITIONS**

In completing this Event Management Plan, the Event Holder agrees to be bound by the conditions and declares that the particulars provided by the Event Holder with regard to the proposed hire period are true and correct. The person signing warrants he/she has authority to bind for that purpose.

Additionally, if there are Special Conditions imposed, the Event Holder will adhere to them.

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**SIGNED FOR AND ON BEHALF OF THE EVENT / PERMIT HOLDER:**

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

Name: ………………………………………………… Position: ………………………………….…….

1. **THE ISSUING OF THIS PERMIT IS SUBJECT TO:-**
2. The Permit Holder agreeing to the **General Conditions** of the permit as contained herein.
3. The Permit Holder agreeing to all **Special Conditions** which the Council may determine.
4. The Permit Holder paying the prescribed fees.
5. The Permit Holder providing to the Council evidence of all insurances (if applicable) as required by either the **General Conditions** and/or the **Special Conditions**.
6. A copy of this document signed for the Council has been returned to the Permit Holder.
7. **GENERAL CONDITIONS**
8. The Permit Holder shall take out and keep current a public liability insurance policy in the name of the organisation, insuring the organiser for the minimum sum of twenty million dollars ($20,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Permit Holder or organisation in relation to the activity.
9. This Permit will not be approved or come into operation until proof of the appropriate insurance has been provided to Council.
10. The Permit Holder is to indemnify and release the Council, its employees and/or agents against all actions, costs, claims and demands for injury, loss or damage arising out of any negligent act or omission of the Applicant in relation to any activities under this Permit or arising out of breach of any condition attaching to this Permit.
11. This is a Smoke-Free Zone. Smoking is not permitted at this facility.
12. Any patrons under the influence of drugs or alcohol will not be permitted into the facility.
13. Abusive, disruptive or offensive behaviour and language is not permitted. Offenders will be required to leave the facility
14. Appropriate swimwear must be worn at all times. Waterproof swim nappies must be worn by all infants who are not fully toilet trained.
15. No pets or animals permitted within the facility with the exception of Assistance Animals.
16. Cameras and mobile phone cameras are not permitted in change rooms.
17. Children over the age of 5 are required to use a gender-appropriate change room.
18. The facility accepts no responsibility for lost or stolen belongings. Patrons are advised not to bring valuables into the facility.
19. Patrons are advised they are participating in a potentially life-threatening activity and do so at their own risk. It is the patron’s responsibility to alert management to any pre-existing medical conditions that could affect performance prior to entry.
20. Management reserves the right to refuse entry. Refusal to comply with these conditions of entry may result in removal from the facility.
21. The Permit Holder is responsible for ensuring that any providers of services, stalls, etc, external to the Permit Holder’s insurance, have the appropriate insurance and licences.
22. The Permit Holder is responsible for all activities held during the hire permit.
23. The permit is not transferable.
24. The Permit Holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
25. Keys (if applicable) to be collected and returned during normal office hours.
26. For safety reasons, the Permit Holder shall ensure glass containers are not permitted poolside and that any breakages of glass or spillage of food, drink or other substances are cleaned up immediately. Breakages of any Council owned equipment, fixtures and fittings must be reported to Council as soon as possible and replacement or repairs shall be at the cost of the Permit Holder.
27. The Permit Holder shall ensure that the venue is left in a clean and tidy condition at the end of the permit hire, with all rubbish to be disposed of after use. Wheelie Bins are supplied. (Deposit will be withheld or Council will recover the cost of cleaning and/or rubbish disposal from the Permit Holder).
28. In the event of an emergency, all areas in use are to be evacuated, Emergency Services notified immediately, and Council notified as soon as possible. No-one is to re-enter the venue until given the all clear by emergency services or Council management.
29. If applicable, the Permit Holder is required to pay the correct hire rate, as set out in Council’s Fees and Charges Schedule. Council reserves the right to consider special circumstances on a case-by-case basis.
30. Normal hire charges may be applied if a cancellation is not received at the Council office at least seven days prior to the reserved date.
31. This Permit may be revoked by Council if the Permit Holder fails to comply with a condition of the Permit and may be revoked in any other justifiable circumstance.

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**COUNCIL AUTHORISATION *(Office Use Only):***

Are Other Permits/Licences Required: YES / NO

Insurance Supplied: YES / NO

Copy given to Event Holder: YES / NO

Fees to be Paid *(if applicable)*: …………………………………….

**SPECIAL CONDITIONS OF EVENT MANAGEMENT PLAN REQUIRED BY COUNCIL:**

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Signed on behalf of Council: ……………………………………………….

Name: ………………………………………………… Position: ………………………………….

Date: …………………………………………………