

SEASONAL BOOKING APPLICATION

Please read the Seasonal Booking Policy before completing this form



1. APPLICANT'S DETAILS

Organisation			
ABN			
Contact Name			
Address	Street		
	Suburb	State	Postcode
Contact Details	Work		Mobile
	Email		

Would you like to be listed on the Parramatta Park Trust Website www.parrapark.com.au? No Yes

2. ACTIVITY DETAILS

Type of Activity:			
Average Group size:			
Usage	Daily	Weekly	Fortnightly
	Season start date:		Season end date:
			Other
Day of Week	Start Time	End Time	Preferred Area (refer to map)
eg <i>Monday</i>	<i>6am</i>	<i>8am</i>	<i>West Domain</i>
1			
2			
3			
4			
5			

3. ENTERTAINMENT AND OTHER INCLUSIONS

Please supply details of any of the following planned for your event. These items cannot be used at your event without the prior written approval of the Trust and attract additional fees.

Inclusion Type (you may only select 1 item)	<input type="checkbox"/> Amusement <input type="checkbox"/> Structures <input type="checkbox"/> DJ / Amplified Music / Band <input type="checkbox"/> Caterers <input type="checkbox"/> Signage <input type="checkbox"/> Other
Inclusion Description (eg: marquee, portable toilets, jumping castle etc)	
Inclusion Size (eg: 5m x 5m marquee)	
Vehicle Access Required (eg: 1 x car and trailer at 10am and 3pm)	<input type="checkbox"/> No <input type="checkbox"/> Yes Number of Vehicles: _____ Type of Vehicles: _____ Time Vehicle Access Required: _____

4. POWER AND GENERATORS

Access to Power (only available at Pavilion Flat)	<input type="checkbox"/> FREE POWER Access to power will be provided free of charge between 9am – 4pm	<input type="checkbox"/> POWER AT SET TIMES (Fees apply) Times : _____
Generators	Will you be using a generator: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below) Number: _____ Generator Make: _____ Generator Make: _____ Generator Voltage: _____	

Email completed application to bookings@ppt.nsw.gov.au

5. PARTICIPANT DETAILS	
Description of Target Market (eg: children under 13, adults etc)	
Description of Fees Charged to Participants &/or Vendors	
Ticketing	Will you be selling tickets: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide ticketing pricing information below)
6. MARKETING AND PUBLICITY	
Brief Description of Marketing Strategy	
Advertising	Will you be advertising your activity: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide description below)
Media	Will you be inviting representatives from the media: <input type="checkbox"/> No <input type="checkbox"/> Yes
7. EXTERNAL STAKEHOLDERS	
Stakeholders & Important Guests (eg: Police, Ambulance, Ministers, Members of Parliament, VIPs etc)	Will there be Stakeholders or Important Guests at your event: <input type="checkbox"/> No <input type="checkbox"/> Yes (provide details below)
8. ACTIVITY REQUIREMENTS	
Security (Security Guards, Crowd control etc)	Please provide details of any security requirements
First Aid	Please provide details of number and name of a qualified First Aid Officer
Amenities & Waste Management	Please provide details of additional toilet or waste facilities you propose to bring into the park
Access Management	Please provide details of any vehicle access required
Traffic Management	Please provide details of any proposed Traffic Control Plans, Marshalling or Parking changes
9. PUBLIC LIABILITY INSURANCE	
All bookings made by an Organisation must supply a copy of their Certificate of Currency for Public Liability Insurance with coverage for at least \$A10,000,000 that is valid at the time of the event.	
Public Liability Insurance	Copy of Public Liability Insurance emailed with application? <input type="checkbox"/> YES <input type="checkbox"/> NO

I understand that Parramatta Park is governed by the *Parramatta Park Trust Act 2001* and the Parramatta Park Trust Regulation 2012. I have read and understood the Seasonal Booking Policy and agree to adhere to the conditions and terms of this policy.

I acknowledge that if my application is approved, I will use the park in accordance with the terms and conditions or any reasonable request from an Authorised Trust Officer.

Applicants Signature:	Date:
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