

Request to Use Town Square

Community and not-for-profit organisations only



Further information

Blue Mountains City Council

KATOOMBA:

2-6 Civic Place

SPRINGWOOD:

104 Macquarie Rd

POSTAL ADDRESS:

Locked Bag 1005

Katoomba 2780

TELEPHONE: (02) 4780 5000

FACSIMILE: (02) 4780 5555

EMAIL:

council@bmcc.nsw.gov.au

WEB: www.bmcc.nsw.gov.au

Fees apply

Must be completed
and signed by an
authorised person

A certificate of currency
for public liability
insurance must be
provided with this
application

1 booking details

Name of Venue

Details of proposed use

Days required: Mon Tues Wed Thur Fri Sat Sun

Dates from: to

Times required from: to

Estimated number of people attending:

2 amenities and equipment

Please specify if power is required: No Yes *Additional fees may apply*

Please provide details of equipment to be used:

Items permissible include tables, trailers, display partitions etc., BBQs (conditions apply)

3 applicant

Association / Organisation

Contact person

Position held

Postal address

Contact No.

Mobile

Email

Facsimile

I have read, and agree to abide by the conditions of use outlined on this form.

With this application:

- *Complete and sign Hold Harmless Agreement overleaf*
- *Provide a copy of Certificate of Currency for Public Liability insurance*

Signature

Date

Conditions

Please be advised that before Council is able to grant you permission to use the Town Square, the following conditions must be adhered to and acknowledged below.

Access to Public Squares	1. Council does not issue any exclusive approvals for use of the public squares as they are public places that cannot be hired or closed off for any specific event. The rights of the public to use the squares must be considered at all times.
Site Damage	2. The user will be held responsible for any damage to the site as a result of the activity in reference and will pay compensation for any damage or cleaning resulting from the proposed activity.
Site Care	3. Town Squares when being used should meet the needs of the community and ensure conformity to accepted lawfulness. They are to be left clear of litter and removal of refuse is the users responsibility.
Public Liability Insurance	4. In the event of any person being injured as a result of your activities, Council will in no way be held responsible. When you return this notification please provide evidence of your Public Liability cover (Certificate of Currency 10 million dollars) and signed and completed Hold Harmless Agreement.
Alcohol	5. Alcohol is prohibited as the Town Squares are Alcohol Free Zones.
Notifications	6. Should you intend to hold an organised gathering in Town Squares please complete attached notification form and forward to Council. You will be advised in writing if your proposed use of the Town Square is approved. You should also notify the local Police Station.
Crowd Supervision	7. It is the responsibility of the user to provide suitable supervision to control any crowds and to protect public/private property.
Temporary Constructions	8. No infrastructure (eg marques) or barricades are to be erected in the Town Squares.
Power Supply	9. Power is available subject to request, fees may apply.

Hold harmless agreement

Agreement

In consideration for the use of the facility/s detailed in this application, which are owned or controlled by Blue Mountains City Council, I/we agree to hold Blue Mountains City Council harmless for any damages, acts or incidents that occur as a result of the above activity carried out by me/us. Further, I/we assume all liability for specific losses arising from the activity listed within this application and release Blue Mountains City Council from all liability and costs arising from or incident to the activity.

Signature

Date

Name of Responsible Party

Address of Responsible Party

Contact Telephone

A certificate of currency for Public Liability Insurance must be submitted to Council with all applications. The policy shall specifically indemnify Blue Mountains City Council from all claims. The certificate of currency must cover the duration of this application, or a current certificate be submitted upon renewal of the insurance policy.