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**Venue Hire Application Form**

Please allow a minimum of **eight weeks** for your application form to be processed. Applicants must answer all questions and provide all information requested on this application form. Incomplete forms may cause delays with the processing of your application.

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| **SECTION 1 : Applicant Information** |
| Applicant refers to the business, club or group organising the event. |
| **Organisation name (if applicable):** |  |
| **Incorporation No/ ABN:** |  |
| **Postal Address:** |  |
|  |  |
| **Business Address** |  |
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| **Business Structure (Tick all that apply)** |
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| [ ]  Company (Proprietary/Public) [ ]  Proprietorship (including sole traders, partnerships) [ ]  Trading as a business [ ]  Incorporated Association [ ]  Unincorporated Association  |
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| **Is the Applicant a ‘community-based’ organisation?** |
|  **Yes –** please attach evidence |  **No** |
| A ‘community-based’ organisation is defined as being registered under the *Associations Incorporation Act 1981* and/or registered as a non-profit group according to Australian Taxation Office guidelines.**Insurance Policy** – A copy of your organisation’s current public liability insurance policy must be attached(minimum $10 Million) |
| The following contact details will be used for all communication related to your event |
| **Name of authorised representative:** |  |
| **Role / Position:** |  |
| **Telephone:** |  | **Facsimile:** |  |
| **Mobile:** |  |
| **Email Address** |  |

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| **SECTION 2 : Facility required (Tick applicable facility)** |

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| [ ]  | Apex Park | [ ]  | Mildura Wharf |
| [ ]  | Barclay Square | [ ]  | Nangiloc Recreation Reserve |
| [ ]  | Chaffey Park | [ ]  | Nichols Point Recreation Reserve |
| [ ]  | Cardross Recreation Reserve | [ ]  | Nowingi Place |
| [ ]  | Henderson Park | [ ]  | Old Aerodrome Sporting Complex Oval No: |
| [ ]  | Henshilwood Oval Reserve | [ ]  | Old Aerodrome Sporting Complex Main Pavilion |
| [ ]  | Irymple Community Leisure Centre | [ ]  | Old Aerodrome Sporting Complex Pavilion (change rooms) |
| [ ]  | Irymple Multi-Cultural Senior Citizens Ctr. | [ ]  | Park for Play |
| [ ]  | Jaycee Park | [ ]  | Quandong Park |
| [ ]  | Johansen Memorial Recreation Reserve | [ ]  | Red Cliffs Civic Centre |
| [ ]  | Kenny Park | [ ]  | Red Cliffs RSL Hall |
| [ ]  | Mansell Reserve | [ ]  | Rio Vista Park |
| [ ]  | Merbein Community Hub Community Room 2 | [ ]  | Rowing Club Lawns |
| [ ]  | Mildura Recreation Reserve No:  | [ ]  | Syd Mills Park |
| [ ]  | Mildura Recreation Reserve (change rooms) | [ ]  | Water Play Park |
| [ ]  | Mildura Senior Citizens Centre | [ ]  | Other |

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| **SECTION 3 : Event Overview** |
| **Name of the event?** |  |
| **Briefly describe the event:** |
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| **Proposed Date of set-up:** |  | **Time(s):** |  |
| **Proposed Date of pack down:** |  | **Time(s):** |  |
| **Estimated number of attendees:** |  |
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| **SECTION 4 : Site Planning** |
| Please mark up on a site plan showing the proposed placement of all temporary equipment and infrastructure at the site. |
| **4A Site Infrastructure** |
| **Entry to the Event:** |  **Free** |  **Ticketed** |  **Via Donation** |
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| **\*Do you propose fencing the event?** |  **No** |  **Yes –** If so, describe below: |
| **Describe:** |
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| \*Council provides a service for the placement of temporary fencing. Council’s temporary fencing is only available at Nowingi Place. An additional fee of $1,000.00 applies.  |
| **Do you propose using marquees?** |  **No** |  **Yes –** If so, describe below:  Eg. 3x3 size or other |
| **Describe:** |
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|  |
| **Do you propose using stage(s)?** |  **No** |  **Yes –** If so, describe below: Contractor; Size of Truck/Stage Structure |
| **Describe:** |
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| **4B Services on your proposed event site**  |
| **Do you require access to electricity?** |  **No** |  **Yes –** If so, describe below:  Amperage: eg. 10 or 15amp  |
| **If Yes:** |
|  |
| **Do you intend to use gas appliances?** |  **No** |  **Yes –** If so, describe below: Eg. BBQ |
| **If yes:** |
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| **Do you propose to use Temporary Lighting for this event?** |  **No** |  **Yes –** If so, describe below: |
| **If Yes:** |
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| **Do you require vehicle access within the site?** |  **No** |  **Yes –** If so, describe below: |
| **If Yes, what type of vehicle(s) ie: food vans, semi trailer, bus:** |
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| **Do you propose to erect advertising signage at or near the site?** |  **No** |  **Yes –** If so, describe location: |
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| **Do you require line marking for School Athletics Carnival** |  **No** |  |  **Yes** |
| Line marking only available at Old Aerodrome Ovals Athletics Track - $42.10  |  |  |  |
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| **Council offers the use of a Mobile Drinking Water Trailer & All Access Toilet Trailer.** \*Separate fees and bonds apply. If yes please indicate below which facility you wish to use |
| **Mobile Drinking Water Trailer** |  **No** |  **Yes**  |
| **Mobile All Access Toilet** |  **No** |  **Yes**  |
|  \* Mobile Drinking Water Trailer $200.00 bond  \* All Access Toilet $200.00 bond plus $77.00 service fee |
| **4C Waste Management (Bins, Cleaning & Public Amenities)**  |
| 1. If your event is deemed to require additional Event Bins at the event site, all costs associated with the supply of these additional Event Bins will be the responsibility of the Applicant.
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| 1. If your event is deemed to require additional cleaning of public toilets and/or provision of portable toilets, all costs associated with these services will be the responsibility of the Applicant.
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| **4D Entertainment Management**  |
| **Do you propose to have the following at your event:** |
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| **Recorded, live music or an outdoor movie as part of your entertainment program?** |  **No** |  **Yes**  |  |
| **Fireworks or pyrotechnics display?** |  **No** |  **Yes**  |  |
| **A Jumping Castle?** |  **No** |  **Yes**  |  |
| **Mechanical Rides?** |  **No** |  **Yes**  |  |
| **Static vehicle or other machinery displays?** |  **No** |  **Yes**  |  |
| **An animal nursery or animal rides?** |  **No** |  **Yes**  |  |
| **Do you propose to release anything into the atmosphere?** |  **No** |  **Yes** |  |
| **If yes to the above, please provide details:** |
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| *Mildura Rural City Council encourages the release of bubbles as an alternative form of releasing. It is likely that you may not be granted approval for mass releases of any other materials due to the environmental impact of the litter created from these types of activities.* |
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| **4E Food and Beverage Management**  |
| **Do you propose to serve or sell food?** |  **Served Free** |  **Sold** |  **No** |
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| **Do you propose to serve or sell alcohol?** |  **Served Free** |  **Sold** |  **No** |

##### **PUBLIC LIABILITY INSURANCE INDEMNIFYING MILDURA RURAL CITY COUNCIL**

All hirers of Council owned and controlled facilities must have public liability insurance that covers their duty of care for all persons who will be involved in the activities they plan to hold at the hired venue.

Public liability insurance covers the hirer for their legal obligation to pay all sums by way of compensation and all costs awarded against them should they be sued in relation to death/personal injury and property damage sustained by any person involved in the activities at the hired facility. Should you already have a public liability insurance policy, you are requested to provide a ‘Certificate of Currency’ from your Broker as proof that the policy meets Council’s requirements.

Individuals who are uninsured (do not have the appropriate insurance cover) may link to an umbrella liability policy arranged by Council. To be eligible for this policy, **hirers must** **be uninsured** and **not** hire the venue more than 52 times per annum.

The cost of this policy is **$33.00** (GST inclusive) per hire. A summary of cover is available upon request when booking a facility.

**POLICY DETAILS
Insurer:** Thistle Underwriting Services Pty Ltd **Policy Number:** MK2CLP017469LIA
**Policy Excess:** $250.00 (The hirer shall bear this amount for each and every claim)

This policy only covers your liability for the period of the hire and is subject to the following exclusions.
Activities **excluded** from cover under this policy include:

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| * Injury sustained whilst participating in any game, race, practice, trial or other sporting activity
* Children’s rides and animal rides
* Inflatable recreational equipment
* Rock / Pop concerts
 | * Child minding/child care
* Stallholders activities and demonstrations
* Amusement rides and devices
* Fireworks and pyrotechnics
* Child minding
* Security Personnel
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**Please nominate which public liability insurance cover you wish to provide by ticking the appropriate box below:**

Provide details of own policy **[ ]**  Take out cover under Council's policy **[ ]**

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| **SECTION 5 Finalising your Venue Hire Application Form** |
| Thank you for completing this Application to stage an event in the municipality of Mildura Rural City Council. |
| **DECLARATION:** |
| I, the undersigned have read and completed my Venue Hire Application Form in good faith. |
| I understand that this Venue Hire Application Form **does not** constitute approval for this event. |
| **Print your full name:** |  |
| **Signature:** |  |
| **Date:** |  |
|  |  |
| Please return completed Application Form to: |
| Recreation Planning & Development UnitMildura Rural City CouncilPO Box 105MILDURA VIC 3502Facsimile: 03 5021 1899Email: mrcc@mildura.vic.gov.au |
| If you require assistance to complete your Venue Hire Application Form please contact Council’s Recreation Planning & Development Unit on 03 5018 8312. |