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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 / Hirer** |  | | | |
| **Incorporation No/ ABN/CAN** |  | | | |
| **Postal Address** |  | | | |
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| **Business Address** |  | | | |
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| **Business Structure (Tick all that apply)** | | | | |
| 🞎 Company (Proprietary/Public) | | 🞎 Proprietorship (including sole traders, partnerships) | | |
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| 🞎 Trading as a business | | 🞎 Incorporated Association | | |
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| 🞎 Unincorporated Association | |  | | |
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| **Is the Applicant a ‘community-based’ organisation?** | | | | |
| 🞎 If 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** |  | | | |
| **Mobile** |  | |  |  |
| **Telephone** |  | | | |
| **Email Address** |  | | | |

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

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| 🞎 | Apex Park | 🞎 | Mildura Senior Citizens Centre |
| 🞎 | Barclay Square | 🞎 | Mildura Wharf |
| 🞎 | Chaffey Park | 🞎 | Nangiloc Recreation Reserve |
| 🞎 | Cardross Recreation Reserve | 🞎 | Nichols Point Recreation Reserve |
| 🞎 | Feast Street | 🞎 | 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 – Oval No: |
| 🞎 | Johansen Memorial Recreation Reserve | 🞎 | Red Cliffs Civic Centre |
| 🞎 | Kenny Park | 🞎 | Red Cliffs RSL Hall |
| 🞎 | Langtree Mall | 🞎 | Rio Vista Park |
| 🞎 | Mansell Reserve | 🞎 | Rowing Club Lawns |
| 🞎 | Merbein Community Hub - White Cliffs Room | 🞎 | Syd Mills Park |
| 🞎 | Mildura Recreation Reserve No: | 🞎 | Water Play Park |
| 🞎 | Mildura Recreation Reserve (change rooms) |  |  |
| 🞎 | Ornamental Lake Park | | |
| 🞎 | Other Location Details (*Reserve / Road Name*) |  |  |
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| **SECTION 3 : Event Activities** | | | | |
| Name of Event |  | | | |
| Briefly describe the event |  | | | |
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| Date of Actual Event | | Date | Start Time | End Time |
| Proposed Date/Time of set-up | | Date | Start Time | End Time |
| Proposed Date/Time of pack down | | Date | Start Time | End Time |
| Estimated number of attendees | |  | | |
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| *Multiple Event Dates must be provided on a separate sheet of paper* | | | | |
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| **3A: Event 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 |
| Buskers | 🞎 No | 🞎 Yes |
| Procession – Vehicles | 🞎 No | 🞎 Yes |
| Procession – Pedestrians | 🞎 No | 🞎 Yes |
| Fun Run / Walk | 🞎 No | 🞎 Yes |
| Cycling Event | 🞎 No | 🞎 Yes |
| Market Stalls | 🞎 No | 🞎 Yes |
| Fireworks or pyrotechnics display | 🞎 No | 🞎 Yes |
| Jumping Castle/Inflatables | 🞎 No | 🞎 Yes |
| Hot Air Balloon/s | 🞎 No | 🞎 Yes |
| Mechanical/Carnival Rides | 🞎 No | 🞎 Yes |
| Static vehicle or other machinery displays | 🞎 No | 🞎 Yes |
| Portable Toilets | 🞎 No | 🞎 Yes |
| Any animal nursery or animal rides | 🞎 No | 🞎 Yes |
| Generators | 🞎 No | 🞎 Yes |
| Do you propose to release anything into the atmosphere | 🞎 No | 🞎 Yes |
| Do you propose to leave equipment overnight | 🞎 No | 🞎 Yes |
| Other | 🞎 No | 🞎 Yes |
| If yes to the above, further details must be provided below | | |
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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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| **SECTION 4 :SITE PLANNING** | | | | | |
| **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 | | |
| Eg. Height, type, name of contractor erecting fencing etc. | | | | | |
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| *\*Council provides a service for the placement of temporary fencing. Council’s temporary fencing is only available at Nowingi Place. A separate fee applies.* | | | | | |
| **Do you propose using marquees?** | 🞎 No | | 🞎 Yes – If so, describe below | | |
| Eg. 3x3 size or other | | | | | |
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| **Do you propose using a temporary stage(s)?** | 🞎 No | | 🞎 Yes – If so, describe below | | |
| Eg.Contractor, size of truck / stage structure | | | | | |
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| **4B Services on your proposed event site** | | | | | |
| **Do you require access to electricity?** | 🞎 No | | 🞎 Yes – If so, describe below | | |
| Eg. Amperage (10 or 15amp) | | | | | |
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| **Do you intend to use gas appliances?** | 🞎 No | | 🞎 Yes – If so, describe below | | |
| Eg. BBQ | | | | | |
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| **Do you propose to use Temporary Lighting for this event?** | 🞎 No | | 🞎 Yes – If so, describe below | | |
| Eg. Light towers, size, location | | | | | |
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| **Do you require access to water?**  Note: Water is only available at select points and locations | 🞎 No | | 🞎 Yes – If so, describe below | | |
| Eg. Location, potable etc. | | | | | |
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| **Do you require vehicle access within the site?** | 🞎No | | 🞎Yes **–** If so, describe below | | |
| Eg. 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 below | | |
| Eg. Location | | | | | |
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| **Do you require line marking for School Athletics Carnival?** | 🞎 No | | 🞎 Yes – If so, describe below | | |
| *\* Line marking only available at Old Aerodrome Ovals Athletics Track. A separate fee applies* |  |  | |  | |
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| **Council offers the use of a Mobile Drinking Water Trailer** to communitygroups. Trailers are not available for private/commercial use. A separate $200.00 bond applies.  If yes please indicate below which Trailer you wish to use | | | | |
| **Mobile Drinking Water Trailer** | | 🞎 No | 🞎 Yes | |
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| **4C Food and Beverage Management** | | | | |
| **Do you propose to serve or sell food?** | 🞎 No | 🞎 Served Free | 🞎 Via Donation | 🞎 Sold |
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| **Do you propose to serve or sell alcohol?** | 🞎 No | 🞎 Served Free | 🞎 Via Donation | 🞎 Sold |
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| **4D Traffic Management** | | | | |
| **Do you propose to close any roads?** | | 🞎 No | 🞎 Yes – If so the list roads | |
| Eg. Name of roads to be closed | |  |  | |
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| **Do you propose to use any roads, footpath or nature strip?** | | 🞎 No | 🞎 Yes – If so the list details below | |
| Eg. Name of roads to be used | | | | |
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| **Provide name of Council Prequalified Contractor who will prepare a Traffic Management Plan and service** | | | | |
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| If you intend to close any roads a Traffic Management Plan (TMP) must be submitted. If the event affects the usage of the road you may be required to submit a TMP. The Applicant is responsible for the TMP and associated requirements (Eg. Signage, barriers, message boards and staff). | | | | |
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| **4E Waste Management (Bins, Cleaning & Public Amenities)** | | | | |
| * 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. | | | | |
| * 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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| **5 PUBLIC LIABILITY INSURANCE** |

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.

Uninsured community groups, stall holders, artists, performers, buskers and participants MAY be eligible to purchase Council’s Community Liability Insurance at a cost of $33.00 (GST inclusive) per hire.

There is no coverage available where the hire is part of a festival/event, involve attendance of more than 1,000, if there is a charge for admission or the activity is longer than five consecutive days.

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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| * Security Personnel | * Fireworks/Pyrotechnics |
| * Children’s rides and animal rides | * Child Minding/Child Care Services |
| * Amusement rides and devices | * Claims for personal injury or property damage arising from any participation by spectators |
| * Inflatable recreation equipment |
| * Property damage or personal injury sustained whilst participating in any game, match, race, practice, trial, or other sporting activity | * Property damage or personal injury arising out of   sporting activities/demonstrations conducted by stallholders |

**Please nominate which public liability insurance cover you wish to provide by ticking the appropriate box below:**

🞎 Provide details of own policy (min $10 million) 🞎 Take out cover under Council's policy

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| **6 Finalising your Venue Hire Application Form** | |
| Thank you for completing this Application to stage an event in the municipality of Mildura Rural City Council.  In addition to this Application you may also need to apply for: A Road Closure Permit, Traffic Management Plan, Streatrader Registration, Liquor Licence or Place of Public Entertainment “POPE”. | |
| **AUTHORISATION** | |
| **By completing this form I declare that all the information I have given is true and correct.**  *Pursuant to section 9 of the Electronic Transactions (Victoria) Act 2000, this will be deemed to be a signed application form*. | |
| I understand that this Venue Hire Application Form **does not** constitute approval for this event. | |
| **Print your full name** |  |
|  |  |
| **Date** |  |
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| Please return completed Venue Hire Application Form to | |
| Mildura Rural City Council  PO Box 105  MILDURA VIC 3502  Facsimile: 03 5021 1899  Email: [mrcc@mildura.vic.gov.au](mailto: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. | |