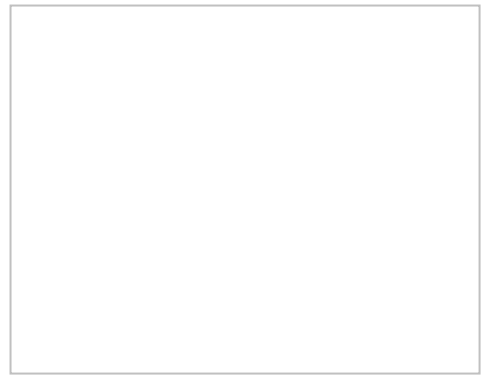




RESERVE USE



Application to Hold a Private Function

Records Use Only

This application is subject to written confirmation by Port Macquarie-Hastings Council

A private function is an event from which the general public is excluded. This could include an event organised by an individual, group, club, association or company, such as a corporate or social club Christmas party, family reunion, or group barbecue.

Applicant Details Applicant Name Applicant Address Telephone (Business Hours) Club/Organisation Name Description of Club/Organisation
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Event Details Description of Use/Name of Event Name of Reserve/Location requested Specify Area within the Reserve Date/s required Entry time Exit time Number of attendees expected
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Please turn over →

Insurance Details	<p>The following groups/organisations require public liability insurance cover to the value of at least \$20 million, listing Council as an interested party OR indemnifying Port Macquarie Hastings Council.</p> <ul style="list-style-type: none"> • incorporated bodies • sporting clubs • associations of any kind <p>Please attach to this application a copy of your current public liability insurance if applicable</p>
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Information for Applicant	<p>The applicant is not entitled to exclusive use of the reserve or facilities. Please appreciate that the area is a public place and the rights of other users are to be respected</p> <p>The venue is to be left in a clean and tidy condition at the completion of the event</p> <p>Vehicles are not permitted on any reserve area</p> <p>This form of application does not permit amusement devices, temporary structures, commercial or profit making activities, public entertainment, use of sound amplifying devices or the holding of public meetings. Please obtain an application for <i>Reserve Use - Application to Stage an Event</i> for these purposes</p> <p>We cannot guarantee the condition of the reserve or facilities as this is a public area which is well utilised and at times subject to necessary public work</p>
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Please advise of any additional information/requirements relevant to your application:

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PRIVACY AND PERSONAL INFORMATION – Port Macquarie-Hastings Council is committed to handling your personal information in accordance with the Privacy Act.

COLLECTION, USE AND DISCLOSURE OF YOUR PERSONAL INFORMATION - By providing your personal information, you acknowledge that Port Macquarie-Hastings Council will use this information to assess your request to hold a private function on Council managed land. If you choose not to provide this information, it may affect our ability to assess your application.

In the interests of the general public, details of your event may be disclosed to the local police or other relevant management authorities.

Signature of applicant

Date of application

