Name of Applicant/Organisation:

Address:

Contact Person:

Phone: Mobile: E-mail:

Please attach a copy of your current Public Liability Insurance with Policy Number\*. Yes / No

\*Allocation will not be approved unless a copy of the certificate is attached.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Open Space Required | Dates | Time | Purpose of Use & what will be at event in terms of entertainment (food,stalls,stage,jumping castle etc) | No. of Participants/  Attendees |
| Example: Wyndham Park | Eg: Wed Mar 22 | Eg: 1pm-3pm | Eg: School cross country competition | Eg: 150 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

The Hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be bought or made or claimed against it by any of them arising out of or in any way related to the granting of this licence and/or the use of the Premises. Council is not responsible for any theft, loss, damage or injury suffered by the hirer or any guest or invitee of the hirer, or any person coming on the premises during the period of the hire, and the hirer indemnifies the Council in respect of all claims for loss, damage or injury caused by any person or property during the period of hire, or as a result of the use by the hirer of the premises.

Privacy Statement: The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested Council will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with Council’s Privacy Policy, Council will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

Signature of applicant: Date:

Please complete the application and return at least 14 days prior to the event to:

Attention: Debra Jeffery, Wyndham City Council, PO Box 197, Werribee 3030

Email: [debra.jeffery@wyndham.vic.gov.au](mailto:debra.jeffery@wyndham.vic.gov.au)

Phone: 9742 0892 or Fax: 9741 6237

Bookings made with less than 14 days notice may not be accommodated