

## TIME REQUIRMENTS

All applications must be submitted to Council with a minimum of:

- **20** working days (4 Weeks) for events with less than 5000 people
- **40** working days (8 Weeks) for events with 5000 people or more
- **60** working days (12 Weeks) for events requiring a Traffic Management Plan (Road use/Closure)

## BONDS

The value of the event bond is dependent upon the size, type, location and potential impact from your event; as well as whether your organisation is a commercial entity or registered as non-profit.

- **Please refer to Council’s Fees & Charges to determine the bond relevant to you, or contact the designated Officer within the Recreation Team for assistance.**

The bond is required to be paid with the hire fee prior to your event. Please be aware that these fees are required on submission of your Special Events Application. The bond will be returned within (10) days from the date of your event unless the Terms and Conditions of hire have not been met.

## EVENT ORGANISER (MUST BE CONTACTABLE DURING BUSINESS & EVENT OPERATING HOURS)

Name: ..... Position: .....

Organisation: .....

Address: .....

Email: .....

Contact No: ..... Mobile: .....

Second Contact Person: ..... Position: .....

Contact No:..... Mobile: .....

Email:.....

## EVENT DETAILS

Name of Event: .....

Venue / Park Name: .....

Purpose of Event: .....

Dates of Event:.....

Set up date/s:..... Time of arrival: .....

Pack up date/s: ..... Time of departure: .....

Event times: Start: ..... Finish: .....

Expected attendance: Adults: ..... Children: .....

**Please note Council Staff may be in attendance at any time for the duration of your hire. Canterbury-Bankstown Council reserves the right to close the event if there are breaches of the terms and conditions of hire**

Will there be an entry fee? **Yes / No**                      If yes, what is the Entry Cost? .....

*Public Liability Insurance - You are required to attach current PLI (Minimum \$20 Million) Listing Canterbury-Bankstown Council as an Interested Party. **Please attach to this application.***

**SPEAKERS**

If your event has a public conference/seminar/lecture/religious service, please list the names and topics of all speakers.

Speaker: ..... Topic:.....  
Speaker: ..... Topic:.....  
Speaker: ..... Topic:.....  
Speaker: ..... Topic:.....

**SITE PLAN**

Have you conducted a site inspection prior to planning? **Yes / No**

**Please attach the site map to your application (Must be a detailed and accurate plan)**

**Please consider the following inclusions:**

Toilets, power, stalls, stage, seating area, eating area, washing facilities, cooking facilities, refrigeration, sound projection, activities and amusements, bins and waste removal, information stalls, registration/ sign in area, transport, parking, crowd movement and emergency egress, etc

**ACTIVITIES**

List all activities that will be taking place: .....  
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**FOOD AND BEVERAGE**

**Will alcohol be sold? Yes/No**

If yes, an on licence (Function) from Licensing Court of NSW application must be completed and submitted to your nearest Police Station. Please forward a copy to the Facilities Booking Officer at least 5 days prior to your event.

**Will you be using BBQ's? Yes/No**

If yes, you are required to use a cover to protect paving and/or grass underneath and place the BBQ on the designated areas on the site plan. Also please read the attached NSW Food Authority fact sheet. By signing this form you agree to comply with all standards and requirements for BBQ use.

**Will food be sold (other than a BBQ) Yes/No**

If yes, you are also required to complete the form below and you may be required to contact Council's Food Compliance Officer on 9707 9608, who may discuss proper food handling procedures and guidelines with you. Note a fee may be applicable if a site inspection is required.

APPLICATION FOR TEMPORARY FOOD STALL/OUTLET

The set up and operation of a temporary food stall/outlet must comply with the NSW Food Authority Food Handling Guidelines for Temporary Events. You are only required to complete this form if food will be sold at your event. Your application is required to address each of the items below. For assistance with this form please contact Council's Environmental Health Officers on 9707 9608

1. Submit a site plan to a suitable scale of 1:100 showing the location of each Food Stall/ Outlet. (This can be include in your overall site plan).
2. Please list the types of food intended to be sold from each food stall/outlet.

STALL	FOOD TO BE SOLD (BE SPECIFIC)

If additional pages are required please photocopy, or attach additional Pages.

3. Please provide details of all food stall/outlet:

**Stall Holder 1** - Business Name: .....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Stall Holder 2** - Business Name: .....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Stall Holder 3** - Business Name: .....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Stall Holder 4** - Business Name: .....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Stall Holder 5** - Business Name: .....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Mobile Food Van 1** - Business Name: ..... SH No. .... Year.....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Mobile Food Van 2** - Business Name: ..... SH No. .... Year.....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Mobile Food Van 3** - Business Name: ..... SH No. .... Year.....  
Contact Name and number: .....  
Address: .....  
Email: .....

**Mobile Food Van 4** - Business Name: ..... SH No. .... Year.....  
Contact Name and number: .....  
Address: .....  
Email: .....

If additional pages are required please photocopy, or attach additional pages.

4. Please indicate measures to be implemented for the protection of food from the public (i.e. sneeze guards, cold and hot storage units).

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5. Please specify measures taken for the protection of food preparation / cooking surfaces and appliances from the public.

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6. Please state temperature control measures for hot and cold perishable foods.

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7. Please provide details of eating and drinking utensils to be used. All eating and drinking utensils must be single use (i.e. disposable spoons, forks, knives, plates, containers etc).

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8. Please indicate where your hand washing facilities will be located. (Hand wash basin must be provided with hot and cold water supplied through a common spout to enable hands to be washed under warm running water)

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9. Please state the location of your wash up facilities (for washing and rinsing of food preparation, cooking, serving pots, pans and utensils). The washing facility shall be supplied with hot and cold water through a common spout conveyed to an appropriate wastewater collection and disposal system.

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## TEMPORARY STRUCTURES

Do you wish to erect any temporary structures? e.g. stages, marquees, stalls **Yes / No**

If yes, please list the items below and provide the size of structure in metres

**Structures must be weighted, not pegged, unless written approval has been obtained from Canterbury-Bankstown Council.**

ITEM	SIZE	QUANTITY	LOCATION
<i>E.g. Children's marquee</i>	<i>6x6m</i>	<i>1</i>	<i>As per map, facing west</i>
<i>E.g. Main Stage</i>	<i>6 x 15 x 1.2m</i>	<i>1</i>	<i>In entertainment marquee, stairs on stage left</i>

Does any of the proposed structure/s exceed 100m<sup>2</sup> each or 300m<sup>2</sup> in total? **Yes / No**

If yes, a Development Application is required - please contact Council's Recreation Team on 9707 9699 for further details.

## OTHER STALLS

Any other stalls including merchandise, sponsor or display stalls to be listed here

STALL NAME	CONTACT NAME AND NUMBER	POSTAL ADDRESS	EMAIL ADDRESS	PRODUCT

**ANIMALS**

***Please mark the location of animals on the Site Plan***

Do you propose to include animals at your event? **Yes / No**

For what purpose? **Rides / Display / Animal Farm / Other** .....

If yes to any of the above, please list the animals below

.....  
.....  
.....

Will you be supplying water and shelter for animals? **Yes / No**

**SIGNS/BANNERS/ POSTERS**

Do you require event signage to be erected by Council? **Yes / No**

If yes, please provide location/s, how many and other relevant details below:

.....  
.....  
.....

***Please note additional fees apply***

**POWER SUPPLY, LIGHTING AND WATER**

*POWER*

You are required to hire generators should you wish to access power at Council Facilities. The location of generators must be marked on your site plan and all electrical work must comply with Australian Standards. In special circumstances, you may use BCC's main power at parks, however, you will be required to have an on-site Council electrician (additional fee applies), or a licensed electrician subject to Council Approval.

Do you require access to power? **Yes / No**

*If yes, please supply exact details of power requirements*

.....  
.....  
.....

Are you proposing to use generators? **Yes / No**

If yes, quantity..... Size: .....

Does your event require a Council electrician on site? (Additional fees apply) **Yes / No**

If you are supplying your own electrician, please provide the following information.

Business Name: .....

Licensed Electrician Name: ..... Licence No: .....

Contact Number: ..... Mobile: .....



LIGHTING

Is lighting required?

Yes / No

On-site park lighting may be available - Contact Council's Facilities Booking Officer on 9707 9999 for further information and please note additional fees apply.

If yes, and on site lighting is not available, who will provide portable lighting?

Business Name: .....

Contact Person: .....

Contact Number: .....

Mobile: .....

WATER

Do you require connection or access to water supply?

Yes / No

For what purpose? .....

AMENITIES

Will you be supplying portable toilet units?

Yes/ No

Provided by: .....

When will they be delivered?

Day: .....

Time: .....

**Please note portable toilets must be shown on the site plan**

Will they be serviced?

Yes / No

Will they be serviced by (please circle):

Council / Private Contractor

Are accessible toilets available?

Yes / No

Do you require toilets to be serviced during events by Council?

Yes / No

**If yes, additional fees will apply**

Council may determine that you require additional toilets for your event and complying will be a condition of approval.

SECURITY

Security is required for events that have over 500 people attending or for high risk events (to be determined at Council's discretion).

Will you have security staff? **Yes / No**

If yes, how many? .....

Duties for security: Asset protection / crowd control/ other: .....

.....

Location/s of security: .....

SECURITY DETAILS

Security Company: ..... Licence Number: .....  
Phone Number: ..... Mobile Number: .....  
Event day contact name: .....

**All security must be suitably qualified**  
**Please attach a letter of confirmation from Security Company (on company letterhead) to this application.**

FIRST AID AND SAFETY

Will you be providing First Aid facilities and staff? **Yes / No**  
Name of provider: .....  
Event day contact name: ..... Contact Number: .....  
Do you have extinguishers on site? **Yes / No**  
Quantity and type: .....

RISK ASSESSMENT

The Hirer must complete and return a completed Risk Assessment to Council no later than four (4) weeks prior to the event.

TRAFFIC MANAGEMENT

Will your event require road closures? **Yes / No**  
Will your event have any on-road activities? **Yes / No**  
Is there a possibility that your event will impact on normal traffic flow? **Yes / No**  
Will you impact on access to any driveway / parking area / footpath? **Yes / No**

If you have answered yes to any of the above, you will be required to submit a Traffic Management Plan to Council.

**Please note all Traffic Management Plans must be submitted at least 60 working days prior to your event.**

Is a Traffic Management Plan required? **Yes / No**  
If yes, please contact Council's Senior Traffic Engineer on 9707 9578 to discuss your request. They will advise you of requirements.  
Traffic Control company to be used: .....  
Contact Name: ..... Contact number: .....

**Please note a Traffic Control Plan (TCP) is required even if there are no road closures.**

PARKING

**Parking areas required for event must be clearly identified on site plan**

Will you have parking attendants guiding vehicles? **Yes / No**  
How many? .....

## WASTE MANAGEMENT

Do you require waste bins at your event: **Yes / No**

If yes, Number of general waste bins required: .....

Number of recycle bins required: .....

Number of skip bins required: .....

**Please note skip bins may be more suitable for your event. Please contact Council's Recreation Team on 9707 9699 to determine if this may be an option for your event.**

Please use the guide below to determine how many bins you require.

**(Supplied as 1 recycle bin for every 2 general waste)**

100 people (3 bins required)

400 people (12 bins required)

200 people (6 bins required)

500 people (15 bins required)

300 people (9 bins required)

Over 500 people (TBA by Canterbury-Bankstown City Council)

Are Council litter pickers required at the event?

*(Number of litter pickers will be determined by Council based on numbers)*

During **Yes / No**

Post event

**Yes / No**

**For all grounds, Council has the right to charge a clean up fee if the ground is left in an unsatisfactory condition.**

**If your event is in Paul Keating Park a compulsory litter pick is required. If Council staff are unable to clean during the time allocated, any additional costs incurred by Council will be forwarded to the hirer or may result in the loss of your bond.**

## SPECIAL REQUIREMENTS

### HELICOPTER LANDINGS

Do you propose to land a helicopter? **Yes / No**

If Yes, a site assessment must be conducted by Council prior to approval

Have you established exclusion zones? **Yes / No**

Have you obtained permission from appropriate Aviation Authority? **Yes / No**

**Please provide proof of written permission with your application**

Company: .....

Helicopter registration: .....

Pilot name: .....

Licence number: .....

**Please attach the Helicopter Company's Public Liability Insurance and a risk assessment.**

FIREWORKS

Do you propose to use fireworks? Yes / No

If yes, please provide details below:

Name of Pyrotechnic Company: .....

Contact Name: .....

Phone Number: ..... Mobile: .....

License Number: .....

Fireworks timings: From: ..... To: .....

Proposed location of fireworks: .....

Have you notified surrounding residents (minimum 500m radius from the firing site)? Yes / No

**Please attach a copy of the notice to residents and also attach a map indicating the distribution radius.**

Have you notified CASA and Air Services Australia? Yes / No

Notification number: .....

Have you notified Bankstown Airport operations? Yes / No

**Please provide written confirmation of notification with your application**

Have you notified the Police? Yes / No

**Please provide written confirmation of notification with your application**

Have you notified the Fire Brigade? Yes / No

**Please provide written confirmation of notification with your application**

All firework displays must be carried out in accordance with Australian Standards AS2187 and its guidelines. If fireworks are to be used as part of the event, please organise/provide the following:

- A copy of the company's display Fireworks Permit (WorkCover).
- Provision must be made for fire safety equipment and trained staff be on site for the duration.
- The fireworks to be ignited by someone suitably accredited by WorkCover Authority.
- Notification (letterbox drop AND ad in local paper) of the fireworks display is given to surrounding residents (encompassing all business premises and residential dwellings within a 500m radius of the firing site), so that they make appropriate arrangements for animals, etc that may be disturbed by the activity.
- You must comply with the timing stated on your approval.

In the event of a Total Fire Ban fireworks **must** be cancelled. It is the hirer's responsibility to check the fire ban status.

ENTERTAINMENT

Will there be entertainment? **Yes / No**

What type of entertainment? .....  
.....  
.....

AUDIO VISUAL

Is a PA or sound system proposed? **Yes / No**

For what purpose/s: .....

Will other AV be in place / Big Screen/s or Other: .....

For what purpose/s: .....

Name of your sound engineer: .....

Company: .....

Name..... Phone: ..... Mobile: .....

VEHICLE ACCESS MANAGEMENT

The event manager and/or security shall ensure that no vehicle is driven onto any sporting fields and/or passive parks except where ALL the following conditions are followed:

- Written approval has been received from Council prior to the event.
- Provision is made for vehicles by way of roads sealed or unsealed and parking areas.
- Vehicles are escorted and travelling under 5km/h
- Any vehicle parked for more than 30 minutes must have a drip tray underneath

Vehicles access required **Yes / No**

Reason for access: .....  
.....

Number of vehicles.....

**All vehicles not covered under a PLI policy will be required to provide evidence of third party insurance.**

**If you have five or less vehicles**

1. Vehicle Type: ..... Make: .....

Model: ..... Registration Number: .....

Time required for access: .....to.....

Please provide details as to why this vehicle requires access:  
.....  
.....

2. Vehicle Type: ..... Make: .....  
Model: ..... Registration Number: .....  
Time required for access: .....to.....  
Please provide details as to why this vehicle requires access:

.....  
.....

3. Vehicle Type: ..... Make: .....  
Model: ..... Registration Number: .....  
Time required for access: .....to.....  
Please provide details as to why this vehicle requires access:

.....  
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4. Vehicle Type: ..... Make: .....  
Model: ..... Registration Number: .....  
Time required for access: .....to.....  
Please provide details as to why this vehicle requires access:

.....  
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5. Vehicle Type: ..... Make: .....  
Model: ..... Registration Number: .....  
Time required for access: .....to.....  
Please provide details as to why this vehicle requires access:

.....  
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**If you have five or more vehicles**

If you have five or more vehicles and/or trailers that require access to sports fields and/or passive parks, please read the conditions below. By signing this section, you agree to comply with all terms and conditions regarding vehicle access for all vehicles and/or trailers for your event. If you complete the section below, you are not required to submit the vehicle details and insurance for all vehicles involved in your event.

We the organisers of..... (event) indemnify and hold Canterbury-Bankstown Council harmless from all actions, claims, costs, losses, expenses and damages (including the cost of defending or settling any action or claim) in respect of:

*Loss of, loss of use, or damage to property; or Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property; Resulting from or by reason of anything done or omitted to be done by Canterbury-Bankstown Council.*

This liability to indemnify is reduced proportionally to the extent that a negligent act or omission of Canterbury-Bankstown Council or its officers, employees or agents has contributed to that damage, injury or loss.

I further agree that as the organiser of..... (event), I am responsible for the entry of any motorised vehicle or plant associated with..... (event), that may have cause to enter onto, or into, or upon any premises or land that is owned or administered by Canterbury-Bankstown Council. I agree that by signing this agreement, that I will ensure that any vehicle or plant that enters onto, or into, or upon, any premises or land owned by, or administered by Canterbury-Bankstown Council, has an appropriate Comprehensive or Third Party Property Damage insurance policy, and any damage or loss caused by any vehicle entering onto or into those aforementioned lands of Canterbury-Bankstown Council as a result of the operation or use of these vehicles will be compensated to Canterbury-Bankstown Council by the Policy Holder or the event organisers.

Signature: ..... Name: .....  
Date: .....

**VOLUNTEERS**

Are volunteers to be used at your event? **Yes / No**  
Number: ..... Roles: .....  
Will they be identifiable (i.e. uniforms provided)? **Yes / No**

**COMMUNICATIONS**

**Information Packs**

Please make sure your staff and contractors are aware of emergency communication, key contact and Vehicle access management information.

How will the event be promoted: .....  
.....  
.....

**WET WEATHER CONTINGENCY OR CANCELLATION**

Wet weather contingency plan: .....  
.....  
.....

***Council may close the facility due to wet weather. To find out whether the facility will be closed, please contact the Council's Field Availability line on 1300 655 180***

**FURTHER COMMENTS**

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The provisions of the Local Government Act 1993 shall be deemed to be incorporated in and form part of the Terms & Conditions of Hire.

**Canterbury-Bankstown Council reserves the right to close part of or all of an event due to breaches of any of the Terms and Conditions, Australian Standards or for reasonable safety concerns.**

1. Charges for any event are calculated from Council's list of Fees & Charges. Any additional fees and charges introduced by Council for the new financial year will be payable after 1 July of that year. Where a booking is made for activities or functions which in Council's opinion are not covered by Council's list of fees & charges, Council reserves the right to impose special conditions and to fix a hire charge considered by Council to be reasonable, having regard to the nature of the activities or functions to be held.
2. All bookings and deposits are limited to twelve (12) months in advance.
3. The hirer acknowledges that legislation exists at State & National level which makes acts of discrimination, vilification, incitement, offensive conduct and public disorder unlawful. The hirer makes a commitment to ensure there no is vilification, discrimination or incitement of hatred or violence against any person or persons based on age, gender, religion, race, ethnicity, culture, sexuality, sexual preference or physical or mental ability by any speaker at the event. If the hirer breaches this condition then the bond paid will be forfeited and the hirer precluded from any future hiring of Council parks and sporting fields.
4. The bond paid may be forfeited if any of the Terms & Conditions of Hire are breached. The onus is on the Hirer to ensure volunteer workers, subcontractors and employees observe the Terms & Conditions of Hire.
5. **Any advertising of this event undertaken on Council land or property requires Council's prior written consent. Where advertising is undertaken on Council land or property without prior written consent, 25% of the bond paid will be retained for this breach of the Terms & Conditions of Hire.**
6. All charges for hire must be paid not less than ten (10) working days before an event.
7. If it is decided by the Hirer to cancel a booking, notice in writing 10 working days before the proposed event, shall be given to the Council and upon written application, any fee paid will be refunded. If less than ten (10) working days notice has been given of a cancellation of a booking due to sudden or unforeseen circumstances, then upon written application stating those reasons (within 10 working days after the date of the event), Council will consider refunding the fee paid less an amount to cover any expense/s incurred by Council. No refund of any fees will be made in any other situation.
8. The use of the grounds or area is subject to the provisions of the Noise Control Act.
9. The Hirer shall not assign or sublet or grant any licences in respect to the grounds or area without the consent in writing of the Council.
10. The erection of any temporary structures that are to be used for places of public entertainment as described in the New South Wales Local Government Act 1993 shall conform to the relevant section NSW PART H102 Temporary Structures of the Building Codes of Australia.
11. The Hirer shall not cause or permit any assembling, erecting, dismantling or transporting of equipment onto or from the ground or area or the cleaning of the ground or area before 7.00am and after 9.00pm.
12. If the Hirer wishes to charge an entry fee, all details of that charge must be submitted in writing to the Council with the application for approval. The Council may, by resolution, transfer to the Hirer its right to collect such fee.
13. Any loss or damaged suffered by the Council will be deducted from the bond. If this is insufficient to cover the cost of any loss or damage, the difference will be payable by the Hirer upon demand by the Council.
14. The Hirer shall inspect the subject ground/area hired on each day prior to the commencement of their use. The Hirer shall not, without the consent in writing of the Council, permit the use there of if any hazardous or dangerous condition is found to exist at such ground/area hired or it is in any other way unfit for use.
15. The Hirer indemnifies the Council its officers, servants and agents from and against all damage, costs, charges and expenses which may be sustained when using the subject ground/area hired.



16. The Hirer will be a responsible person or organisation and will be liable to Council for the cost of repair of any damage to any part of the ground or area, including shrubs, trees, flowers, turf, pipes and fittings and gardener's equipment, seats, playground equipment, buildings, sheds, facilities and all contents, furniture and fittings.
17. Mobile food vans and temporary food stalls must comply with the provisions of the relevant legislation and regulations concerning such premises. Persons responsible for conducting such businesses must obtain the appropriate licence(s) and notify Council's Environmental Health Section.
18. The Hirer is prohibited from the selling of alcohol without first obtaining permission from Council and the appropriate licence from the OLGR.
19. The Provider of amusements must not set up any stall or equipment without first obtaining the consent of the Council's Recreation booking staff in respect to the location to be used. Amusement devices require an approval from Council if they rotate more than 12 RPM and are not restricted to children 12 years of age and under. The Hirer must obtain the appropriate permit(s)/licence(s) issued by WorkCover for fireworks, amusement devices, etc., and provide Council with copies of the relevant permit(s). Please note absolutely no pegging of any structures is permitted.
20. All exits must be maintained clear and useable without hindrance.
21. The fees paid for the hire of grounds or areas do not include the cost of cleaning those grounds or areas and the improvements erected thereon. Keeping the grounds or areas and the improvements erected thereon to a standard of cleanliness required by the Council is the responsibility of the Hirer.
22. The grounds or area must be left in a clean state, and all refuse, decorations and debris must be removed after use. If not, Council will carry out such cleaning at the cost of the Hirer. Please note that the grounds or area includes improvements erected thereon and any car parking areas, toilets, lawns and playing fields.
23. The Hirer is responsible for managing traffic movement and parking at the event area. The Hirer is prohibited from using grounds for car parking purposes. The Hirer must take all reasonable measures to ensure that traffic management procedures at the area do not cause avoidable delay in traffic flow along access roads to the site. Traffic Management must be conducted by certified traffic controllers / qualified persons.
24. The Hirer must comply with any direction given by the Council or its authorised officer or any Police Officer in the course of his or her duty.
25. If the Hirer fails to observe and ensure the observance of any of these conditions or fails to remove any person who has committed any breach of these conditions from the ground/area hired, this agreement may be terminated forthwith by the Council without any liability being incurred by Council and any monies held by the Council shall be forfeited to it.
26. Canterbury-Bankstown Council has made its children's playgrounds and sporting fields **smoke-free** from 1 January 2008. This means everyone can breathe cleaner air and enjoy a healthier environment. Internationally recognised signage is erected at these designated smoke-free areas to indicate:
  - No smoking within 10 metres of all children's playground equipment
  - No smoking within 10 metres of all sporting fields
27. The Applicant shall ensure that no vehicle is driven on any sporting fields & Passive parks except where provision is made for vehicles by way of roads sealed or unsealed and parking areas unless written approval has been received by Council prior to event.
28. In the event of inclement weather, please ring **1300 655 180** for ground closures. In the event that Council has not closed a reserve/park/playing field and there is a period of inclement weather, the hirer will be liable for any damage caused if they choose to use it.

## 29. INSURANCE

- 29.1 "A casual hirer means any person or group of persons (not being a sporting body, club, association, corporation or incorporated body), who hires a Council facility for **non-commercial** or **non-profit** making purposes **less frequently than once per calendar month or 12 times per calendar year**., shall be covered under Council's Casual hirer policy. If the Hirer is not determined to be a casual Hirer or is a sporting club, commercial enterprise, or an incorporated body or hires the facility more **than once per calendar month or 12 times per calendar year**, the Hirer's use and occupation of the facility shall be at its own risk and the Hirer shall have in effect insurance which shall at all times cover liability to the public (including the Hirer's invitees) for an amount of not less than \$20,000,000 indemnity in respect of personal injury to or death arising by accident of any person whomsoever and in respect of any injury, loss or damage to any property or personal effect whatsoever arising out of or caused by the use or occupation of the facility by the Hirer or its invitees. The Hirer shall ensure that the policy of insurance is in the name of the Hirer or their Association and that the policy is effected with an insurer or insurers to the satisfaction of the Council and that a Certificate of Currency must be supplied to Council with the signed hire agreement application form. **A cross Liability clause naming the Hirer and Canterbury-Bankstown City Council is to be incorporated into the insurance policy wording.**
- 29.2 Hirer must maintain the policy during the period of use and occupation of the facility.
- 29.3 Subject to the activities conducted during the period of hire, Council reserves the right to vary the amount of insurance indemnity required.
- 29.4 The Hirer shall, as soon as practicable, inform the Council in writing of the occurrence of an event that may give rise to a claim under a policy of insurance effected as required in clause 29.1 and shall ensure that the Council is kept fully informed of the subsequent action and developments concerning the claim. The Hirer shall indemnify and keep indemnified the Council from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Council or the employees, agents or contractors of the Council or any of them in respect of any personal injury to or the death of any person whomsoever or loss or damage to any property whatsoever arising out of the use or occupation of the facility by the Hirer or its invitees.
- 29.5 The Council shall not be liable for any loss of or damage to any property or injury sustained or suffered by the Hirer or its invitees, where such loss, damage or injury arises in any way out of the hiring unless due to negligence of the Council.
- 29.6 If the applicant qualifies as a casual Hirer, the Hirer will be indemnified by the casual Hirer's policy arranged by Council on behalf of the Hirer. However, if a claim is made the Hirer will be required to pay the policy excess of \$2,000.

I, the hirer have read, understood, and agree to abide by the Canterbury-Bankstown Council Terms and Conditions for the hire of Council's Facilities. I agree to be fully responsible for the payment of fees and any additional charges arising out of hiring, in accordance with the terms and conditions that have been supplied to me.

Name:	
Signature	

### PRIVACY NOTICE

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA.

Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.

CHECKLIST ITEMS	Hirers Use		Office Use	
	Yes	No/NA	Yes	No/NA
<b>FOOD</b>				
Registered with NSW Food Authority				
Contacted Team Leader of Compliance				
On-Licence Function Application				
<b>AMUSEMENT DEVICES</b>				
Licence/registration certificate from Work cover <b>Supplied</b>				
<b>TEMPORARY STRUCTURES</b>				
Lodged an Activity Application				
<b>ANIMALS</b>				
Detail of animal management on site. <b>Supplied</b>				
<b>POWER AND WATER</b>				
Power and water requirements noted <b>Supplied</b>				
<b>SECURITY</b>				
Confirmation letter from Security Company <b>Attached</b>				
<b>TRAFFIC MANAGEMENT</b>				
Traffic Management Plan submitted				
<b>WASTE MANAGEMENT</b>				
Bins requested				
Waste Management Plan submitted				
<b>SPECIAL REQUIREMENTS</b>				
Helicopter landing area noted on site plan				
Helicopter company's Public Liability Insurance & Risk Assessment				
<b>Fireworks</b> Map of Distribution Radius <b>Attached</b> Letter of confirmation from Police <b>Attached</b> Letter of confirmation from Fire Brigade <b>Attached</b> Letter of confirmation from Bankstown Airport <b>Attached</b>				
Pyrotechnician's Risk Assessment and Work Cover approval <b>Attached</b>				
Copy of Fireworks notice to residents <b>Attached</b> Map of Distribution Radius <b>Attached</b>				
<b>SITE PLAN</b>				
Attached and all relevant locations marked including parking				
<b>INSURANCE</b>				
Attached a copy of your organisation's Current Public Liability Insurance, listing Council as an interested Party.				
<b>FEES AND CHARGES</b>				
Fees Paid including Bond				

**Scope:** This operating procedure only relates to the events involving the sale of the following food;

- Sausage
- Meat including meat patties
- Onions
- Egg and bacon
- Prepacked chips and drinks

***All other Food requires the event organiser to complete a food application for the event***

### **PRE BBQ**

**A. Meats** - Sausages, meat including patties, onion, eggs and bacon to be collected from a Council approved food premises and stored within a refrigeration unit or esky with ice bricks under 5°C until ready to use.

*\* NOTE: Prior to barbecuing take temperature of meats, sausages &/or bacon. A meat thermometer or probe thermometer should be used by inserting the thermometers tip (probe) into the food. The probe must be wiped with a new alcohol wipe before inserting into each different type of meat to avoid cross contamination of foods.*

- If temperature of the meats are below 5°C commence Barbecuing.
- If temperature of the meats are above 5°C and has been stored &/or refrigerated for less than 2 hours BBQ and use immediately. Do not hold food to be eaten later - must be consumed immediately
- If temperature of meats is above 5°C and has been stored &/or refrigerated for more than 2 hour dispose of meats.

**B. Hand Wash Basin** - with a supply of hot and cold water through a common spout should be provided adjacent to the BBQ and Service table. In the absence of a hand wash basin an Alco gel hand sanitiser (waterless hand wash cleaner) must be provided.

### **BBQ - SETUP & COOKING PROCEDURE**

- Ensure BBQ is adequately cordoned off from the public
- Ensure the Gas bottle is correctly connected to BBQ and is placed on level ground
- Ensure Fire Extinguisher or blanket is located near BBQ
- Ensure barbecuers (food handlers) have clean clothes, an apron, a hat, tongs, a scraper and access to hand wash facilities.
- Barbecuers (food handlers) to wash their hands prior to handling Food - (Barbecuing) by washing their hands with soap under warm running water and by drying hands with disposable paper towels or by use of an Alco gel (antibacterial) hand sanitiser (waterless hand wash cleaner) and allowing hand to air dry
- Cook sausages, meat including patties thoroughly - cook until juices run clear, no blood until and temperature of 71°C reached. It is recommended that the operator use a meat thermometer or probe thermometer by inserting the thermometers tip (probe) into the food. The probe must be wiped with a new alcohol wipe before inserting into each different type of meat to avoid cross contamination of foods.
- Once sausages or meats are cooked it is recommended that they be placed onto separate plate using separate utensils (tongs) so as to avoid cross contamination of foods. Do not place cooked meats on the same plate that contained raw juices or pour liquids that have been used to marinade raw meat onto cooked meats. The meats are then to be covered to protect the food from contamination by flies, dust and the public.

## **BBQ - SERVICE SETUP & PROCEDURE**

- Tables to be set up as a counter in front of the BBQ area and covered with tablecloth.
- Ensure food handlers have clean clothes, an apron, a hat, disposable food grade gloves, knives for buttering and cutting bread if required and access to hand wash facilities.
- Service Food handlers to wash their hands prior to handling Food - (Barbecuing) by washing their hands with soap under warm running water and by drying hands with disposable paper towels or by use of an Alco gel (antibacterial) hand sanitiser (waterless hand wash cleaner) and allowing hands to air dry
- Service Food handlers to
  - i. Put on disposable gloves
  - ii. Place bread on serviette
  - iii. Butter bread
  - iv. Place sausage on bread
  - v. Place onions on sausage or meat, if required.
  - vi. Place sauce on sausage or meat, if required
- Drink to be collected as they leave.

## **HOT FOOD HOLDING/STORAGE**

- Sausages, meats including meat patties, bacon and eggs should be consumed as they are prepared
- If Sausages, meats including meat patties, bacon and eggs are not intended to be consumed immediately they must be stored above 60°C in bain-marie, chaffing dish or pie warmer and then consumed within a 2 hour. **In this instance ensure power is available for any electrical item.**

## **CLEANING OF FOOD CONTACT SURFACES**

- Thoroughly clean food contact surfaces.
- Then wipe down the food contact surface(s) with an appropriate sanitiser. Its recommended that single use wipes or disposable paper towels be used for this purpose so as to avoid cross contamination

## **WASTE DISPOSAL AND CLEAN UP**

- All waste must be recycled where ever it is possible. A sufficient number of garbage bins for shall be provided for
- non recyclable products
- Cardboard recycling
- Plastic recycling
- Clean up after the event, returning the site back to original condition.

1. The food stalls must be installed and operated in strict compliance with the following;
  - a) The Food Act 2003, the Food Regulations 2004 & Food Safety Standards Code
  - b) Canterbury-Bankstown Council Standard Operating Procedure for BBQ
  - c) NSW Food Authority Food Handling Guidelines for Temporary Events dated 30/06/06, Version 1/06, &
  - d) The additional conditions hereunder;
2. Any person engaged in the carriage or sale of food for human consumption should be fully conversed with the general requirements of the Food Safety Standards Code in particular 3.2.2.
3. A hand wash basin with hot and cold running water is to be provided and maintained adjacent to the BBQ and food service table. In the absence of running water a container filled with warm water fitted with a tap, for the sole purpose of washing hands should be provided. In such instance a separate container at ground level must be provided to collect the wastewater.
4. Liquid antibacterial soap or an Alco gel antibacterial hand sanitiser and disposable paper towels must be provided and maintained above or adjacent to each and every hand wash basin at all times.
5. All BBQ or cooking facilities must be adequately protected from access by the public (cordoned off with physical barriers) within common public access areas within the venue.
6. Adequate and sufficient number of hot and cold food storage/display appliances/units must be provided and maintained for the transport and storage of hot and cold perishable foods respectively.
  - a) Cold perishable food shall be stored and sold below 5°C.
  - b) Hot perishable food shall be stored and sold above 60°C
7. The preparation of food in private residence is strictly prohibited.
8. Sufficient facilities for waste recycling, storage and disposal must be provided. Consideration must be given to waste and recycling storage and disposal both from the food outlet/stall and the public areas.
9. A designated person(s) should be responsible for the monitoring, emptying and cleaning of any waste bins/bin areas for the duration of the Event.
10. The organiser of the event is responsible to ensure that all food handlers and food outlet comply with these conditions.