

# INCLUSION APPLICATION

(Non-Commercial Activity with 1 inclusion & less than 300 people attending)

Please read our Terms & Conditions before completing this form



1. APPLICANT'S DETAILS			
Organisation (if applicable)			
Contact person			
Mailing Address	Street		
	Suburb	State	Postcode
Contact details	Mobile	Email	
eNewsletter	Please email me information about Parramatta Park events and activities <input type="checkbox"/> YES <input type="checkbox"/> NO		
2. FUNCTION DETAILS			
Supply all the details for your function to ensure prompt processing of your application.			
Type (birthday party, picnic, christening etc)			
Day and date	Day	Date	
Time	Start Time	End Time	
Estimated attendance			
Preferred shelter	Option 1	Option 2	
3. ENTERTAINMENT AND OTHER INCLUSIONS			
Supply details of any of any items you are planning to use at your function. These items can only be used with the prior written approval from the Trust. A bond of \$315 will apply to all bookings that have approval to have entertainment and other inclusions at their function. An approved item will attract a \$75 fee that is payable in addition to the site hire fee and bond.			
Inclusion Type (you may only select 1 item)	<input type="checkbox"/> Amusement	<input type="checkbox"/> Soft Play Hire	<input type="checkbox"/> DJ / Amplified Music / Band
	<input type="checkbox"/> Catering	<input type="checkbox"/> Signage	<input type="checkbox"/> Petting Zoo / Reptile Display
Inclusion Description (e.g. Jumping Castle, Petting Zoo, Food Truck etc)			
Inclusion Size (provide details of the size of the item or the area required to use the item)			
Vehicle Access Required (e.g. 1 x car and trailer arriving at 10am and departing at 3pm)	<input type="checkbox"/> No <input type="checkbox"/> Yes Number of Vehicles: _____ Type of Vehicles: _____ Time Vehicle Access Required: _____		
4. POWER			
Access to Power (only available at Gawi)	<input type="checkbox"/> FREE POWER Access to power will be provided free of charge between 9am – 4pm	Will you be using a generator: <input type="checkbox"/> Yes Voltage: _____ <input type="checkbox"/> No _____	<input type="checkbox"/> NO POWER

Email completed application to [bookings@ppt.nsw.gov.au](mailto:bookings@ppt.nsw.gov.au)

## 5. PUBLIC LIABILITY INSURANCE

All bookings made by an Organisation must supply a copy of their Certificate of Currency for Public Liability Insurance with coverage for at least \$A10,000,000 that is valid at the time of the event.

<b>Public Liability Insurance</b>	Copy of Public Liability Insurance emailed with application? <input type="checkbox"/> YES <input type="checkbox"/> NO
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I understand that use of Parramatta Park facilities is subject to the Terms and Conditions of Hire I agree that as a condition of hiring a shelter and using the Parklands, I must abide by the terms and conditions, Parramatta Park Regulation 2012 and any reasonable requests of an Authorised Trust Officer and failure to comply may result in the cancellation, refusal or alteration of my shelter hire at the discretion of the Trust.

Signature of applicant:	Date:
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