

# SCHOOL EXCURSION APPLICATION

Please read the School Use Policy before completing this form



## 1. APPLICANT'S DETAILS

<b>School's Name</b>			
<b>Schools Mailing Address</b>	Street		
	Suburb	State	Postcode
<b>Contact Person</b>			
<b>Contact Details</b>	Mobile	Email	
<b>eNewsletter</b>	Please email me information about Parramatta Park events and activities <input type="checkbox"/> YES <input type="checkbox"/> NO		

## 2. ACTIVITY DETAILS

<b>Type of Excursion / Function</b>			
<b>Day and Date</b>			
<b>Time</b>	Start Time	End Time	
<b>Estimated Attendance</b>			
<b>Areas Being Used</b>			

## 3. ENTERTAINMENT AND OTHER INCLUSIONS

Please supply details of any of the following planned for your event. These items cannot be used at your event without the prior written approval of the Trust and attract additional fees.

<b>Inclusion Type</b> (you may only select 1 item)	<input type="checkbox"/> Amusement	<input type="checkbox"/> Structures	<input type="checkbox"/> DJ / Amplified Music / Band
	<input type="checkbox"/> Catering	<input type="checkbox"/> Signage	<input type="checkbox"/> Other
<b>Inclusion Description</b> (e.g. marquee, portable toilets, jumping castle etc)			
<b>Inclusion Size</b> (e.g. 3m x 3m marquee)			
<b>Vehicle Access Required</b> (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

<b>Access to Power</b> (only available at Gawi)	<input type="checkbox"/> FREE POWER Access to power will be provided free of charge between 9am – 4pm	<input type="checkbox"/> POWER AT SET TIMES (Fees apply) Times : _____
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## 4. PUBLIC LIABILITY INSURANCE

All school bookings must be accompanied by a Certificate of Currency for Public Liability Insurance with coverage for at least \$A10,000,000 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 Parramatta Park is governed by the *Parramatta Park Trust Act 2001* and the *Parramatta Park Trust Regulation 2019*. I have read and understood the School Use Policy and agree to adhere to the conditions and terms of this policy.

I acknowledge that if my application is approved, I will use the park in accordance with the terms and conditions or any reasonable request from an Authorised Trust Officer.

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