

TRIM Reference: \_\_\_\_\_



# FUNCTION/FUNDRAISING APPLICATION

**PLEASE NOTE – COMPLETED APPLICATIONS MUST BE SUBMITTED AT LEAST 10 BUSINESS DAYS PRIOR TO THE FUNCTION.**

A function is a small gathering of people who are using a public open space for an organised activity or the intent that it is built. No infrastructure, selling of food or beverages or further approvals (traffic or risk management plans) are required.

If you are unsure of your upcoming activity, is a “function” or not, please contact the City of Greater Geraldton on (08) 9956 6600 or [council@cgg.wa.gov.au](mailto:council@cgg.wa.gov.au).

## APPLICANT DETAILS

Organisation: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## FUNCTION DETAILS

Type of Function: \_\_\_\_\_

Location: \_\_\_\_\_

Date/s: \_\_\_\_\_

Start Time: *Inc Set-Up* \_\_\_\_\_ am/pm      Finish Time: *Inc Pack-Up* \_\_\_\_\_ am/pm

No. People Attending: \_\_\_\_\_

## FUNDRAISING DETAILS (please leave blank if not applicable)

Name of Charitable/  
NFP Organisation: \_\_\_\_\_

ACN: \_\_\_\_\_ *Australian Charity Number*

## PUBLIC LIABILITY INSURANCE

1. Groups, Organisations, businesses, and clubs **require a Certificate of Currency for Public Liability** \* insurance to be provided with this application  Yes

\* If a Certificate of Currency is not supplied the function will not be approved.



## ADDITIONAL INFORMATION

1. Will you be erecting any structures?  Yes  No

*I.e. marquees, stages, bouncy castles, water slides, bucking bull etc.*

*If YES, please provide details:*

Hirer Name: \_\_\_\_\_

Type of structure/s \_\_\_\_\_

Size of structure/s \_\_\_\_\_

*For structures over 55sqm, a [HW41 – Certificate of Structural Integrity](#) must be completed*

2. Will you be using pegs more than 350mm deep?  Yes  No

*If YES, a site map must be provided showing where the structures will be going*

3. Will you be consuming alcohol?  Yes  No

*If YES, complete form [E011 – Consent to Consume Alcohol in or on a Council Property](#)*

4. Will you be selling food?  Yes  No

*If YES, please contact Customer Experience Team on 9956 6600.*

5. Would you like to use the City's power, if available?  Yes  No

6. Would you like to use the City's water, if available?  Yes  No

*If using power or water, fees and charges will apply. Please see [Fees and Charges](#)*

## TERMS AND CONDITION OF HIRE

1. As this area is a public open space, it is important for you to note that the privacy of your function and/or sole use of the area cannot be guaranteed.
2. If you are a commercial business, you must have public liability cover to a minimum of \$10,000,000.
3. It is the responsibility of the function organiser to ensure that WWC requirements are adhered to. For further details of WWC requirements and exceptions see following link [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au) for details or Free Call 1800 883 979.
4. The City of Greater Geraldton shall not be liable for any loss, damage or injury sustained by your organisation, its members, or the general public, in relation to your function and the use of the public open space.
5. The use of amusement devices (i.e. bouncy castles, water slides etc.) on City land requires prior written approval by the City of Greater Geraldton and is bound by strict guidelines. Amusement devices must be erected and supervised at ALL times by a competent person. Amusement devices must be sufficiently pegged down per Australian Standards AS 3533 and manufacturer's instructions. Wind speeds are to be monitored closely at ALL times. If wind speeds exceed, or are expected to exceed 40km/h, operation must be ceased immediately.
6. The consumption of alcohol is illegal unless a permit has been issued by the City. Sale of alcohol is illegal unless Racing Gaming and Liquor have issued a licence. Applicants are required to ensure that alcohol is not consumed on the grounds during your function.
7. Any food stalls must have a stallholder's permit from the City of Greater Geraldton. Please contact the City's Environmental Health Department on 9956 6600 to arrange any appropriate permit.

8. Any damage to the grounds beyond normal wear and tear or any other City of Greater Geraldton facilities adjoining the areas which can be directly related to the ground hire arrangements and which could have been avoided will be charged to you. The areas are to be left clean and tidy on your departure. Should the grounds be left in an unsatisfactory state you will be charged a fee for the cost of cleaning.
9. The function organiser is responsible for the removal of rubbish and litter. Should you require additional bins for your function please contact the City's Waste Management Department on 9956 6600.
10. To avoid damaging underground services or the risk of an electrical hazard by driving posts or pegs into the ground (more than 350mm) for marquees and/or tents please contact the City's Reticulation Department on 9956 6600 to have appropriate sites identified.
11. Any power leads are to be "tagged and tested" and the cord covered for safety of the public and your participants. If you choose, to provide a generator it is to be provided by a licensed electrical contractor and all power leads are to be "tagged and tested" appropriately.
12. Applicants or attendees are not permitted to drive or park vehicles on the City of Greater Geraldton's footpaths, parks or reserves. Vehicles will only be permitted within the areas stipulated for the purposes of a display.
13. For the safety of the ground users, the function organiser is responsible to ensure that safety marshals are available at all times to escort vehicles when it is necessary to drive over footpaths and grassed areas.
14. If payment is to be made for the hire of the ground, it is to be made prior to your function. Ensure that you have a copy of the receipt at the function for proof of payment. If payment is not received, this function application becomes invalid and as per City of Greater Geraldton Local Government and Public Property Local Law 2014 Schedule 1, Offences and Modified Penalties c. 25, a penalty of \$250 applies and removal of structures from Council land.
15. Fundraising – you can only fundraise by the Clock Tower on Marine Terrace. To fundraise outside of front of business premises, you must have the permission of the business owner.

I have read and accepted the Function/Fundraising Application Terms and Conditions.

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## OFFICE USE

- Bond \$ \_\_\_\_\_
- Ground/Utility Hire \$ \_\_\_\_\_
- Total \$ \_\_\_\_\_

Events Officer: \_\_\_\_\_ Approved:  Yes  No

Date: \_\_\_\_\_ Signature: \_\_\_\_\_