

VENUE, PARK & SPORTING FACILITY BOOKING FORM

INSTRUCTIONS

A MINIMUM OF 14 DAYS NOTICE IS REQUIRED TO CONFIRM ALL BOOKINGS

Applications will be checked upon lodgement to ensure required information is provided. Incomplete/illegible applications will not be accepted and returned to you.

Confirmation of your booking will be provided in writing, authorising the use of the facility for the approved purpose. **A tax invoice will be issued for payment prior to your booking.**

Completed applications can be emailed [to info@svc.nsw.gov.au](mailto:info@svc.nsw.gov.au) or handed in at our front counters.

APPLICANT DETAILS

Organisation:	
Contact Name:	
Email:	
Mobile:	
Address:	
ABN (if applicable):	

BOOKING DETAILS

Event/Activity Name:		
Date/s Requested:	Start Date:	End Date:
Time: (including set up and pack down)	Start Time:	End Time:
Number of Attendees:		
Number of Participants:		
Description of Event / Activity:		

FACILITY REQUIREMENTS	
<input type="checkbox"/> Keys:	
<input type="checkbox"/> Line Marking:	<i>To order line marking please complete the line marking request available on the website & refer to the fees & Charges schedule.</i>
<input type="checkbox"/> Electricity/ Lighting:	
WASTE SERVICE: Waste bins are provided in sets of 3 and are required for all facility usage.	
How to Estimate Waste: <i>Estimate the number of attendees and multiply by how many mealtimes the event will be run over. Divide the total by 240 litres, this will estimate how many bins will be required for your event.</i>	
Event Location:	
Waste Streams:	<input type="checkbox"/> General Waste (Red Bin) <input type="checkbox"/> General Recyclables (Yellow Bin) <input type="checkbox"/> Food Organics and Garden Organics (FOGO Green Bin) <input type="checkbox"/> Bottles and Cans Recycling (Container Deposit Scheme Bin)
Delivery Date:	
Removal Date:	

INSURANCE DETAILS: PLEASE ATTACH A COPY TO THIS APPLICATION	
<i>Your organisation must provide a Certificate of Currency for Public Liability Insurance to a minimum limit of indemnity of no less than \$20 million before the facility use can be approved.</i>	
Name of Insurer:	
Amount of Cover	
Policy Number:	
Expiry Date:	

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VENUE, PARK & SPORTING FACILITY DETAILS	
ADELONG	KHANCOBAN
<input type="checkbox"/> Adelong Memorial Park <input type="checkbox"/> Adelong Showgrounds (<i>Oval only</i>) <input type="checkbox"/> Curtis Flats Hockey Fields	<input type="checkbox"/> Khancoban Community Hall Foyer <input type="checkbox"/> Khancoban Sports Oval <input type="checkbox"/> Khancoban Town Square
BATLOW	TUMBARUMBA
<input type="checkbox"/> Batlow Literary Institute <input type="checkbox"/> Batlow Hockey Field <input type="checkbox"/> Batlow Memorial Park <input type="checkbox"/> Batlow Showgrounds <input type="checkbox"/> Hides Park <input type="checkbox"/> Old Batlow Library Meeting Room <input type="checkbox"/> Reedy Creek Park <input type="checkbox"/> Toc-H Park <input type="checkbox"/> Batlow Skate Park	<input type="checkbox"/> Bicentennial Park <input type="checkbox"/> Goldfields Park & Creekscape <input type="checkbox"/> Pioneer Hall <input type="checkbox"/> RSL Memorial Hall <input type="checkbox"/> Tumbarumba Netball Courts <input type="checkbox"/> Tumbarumba Sports Ground <input type="checkbox"/> Tumbarumba Sports Hub <input type="checkbox"/> Tumbarumba Sports Stadium <input type="checkbox"/> Tumbarumba Showgrounds
TUMUT	TALBINGO
<input type="checkbox"/> Tumut Citizens Boys Club Hall <input type="checkbox"/> Bila Park (<i>Approval must be sort from Brungle/Tumut Local Aboriginal Land Council to use the mosaic area</i>) <input type="checkbox"/> Bullpaddock <input type="checkbox"/> Elm Drive Hockey Fields <input type="checkbox"/> Jarrah Oval <input type="checkbox"/> Junction Park <input type="checkbox"/> Pioneer Park (<i>Labyrinth may not be used</i>) <input type="checkbox"/> Richmond Park <input type="checkbox"/> Riverglade Ovals <input type="checkbox"/> Riverglade Wetlands <input type="checkbox"/> Stockwell Gardens	<input type="checkbox"/> Talbingo Miles Franklin Memorial Park
OTHER (please specify)	

DECLARATION

- ☐ I declare that I have read and understood the Terms and Conditions of hire set by Snowy Valleys Council.
- ☐ I declare I have read and accept the associated fees and charges of hire set by Snowy Valleys Council.
- ☐ I declare the information provided is correct and true to the best of my knowledge.
- ☐ I agree to advise Snowy Valleys Council in writing should there be any alterations or additions to the information supplied.

Name of Applicant Representative:	
Position in Organisation:	
Signature:	
Date:	

ADDITIONAL INFORMATION:

If you have additional information that may help Snowy Valleys Council accommodate your facility booking, please place below:

HOW TO RETURN THIS FORM:

Email:	info@svc.nsw.gov.au
Mail:	Tumbarumba Office: Cnr Bridge & Winton St, Tumbarumba NSW 2653 Tumut Office: 76 Capper St, Tumut NSW 2720

Our offices are open to the public Monday to Friday 8.30am – 4.30pm (Excluding Public Holidays)

PRIVACY STATEMENT

Snowy Valleys Council (council) is collecting your personal information solely for the purpose of administering this application. Council will take all reasonable and appropriate steps to protect the privacy of individuals having regard to the requirements of the *Privacy and Personal Information Protection Act 1998* and the *Government Information (Public Access) Act 2009*. Council will not disclose your personal information to any person or body if it is not directly related to the purpose for which the information was collected. Questions concerning privacy or the use of your personal information may be referred to Council's Public Officer.