

# INCLUSION APPLICATION

Non-Commercial Activity with up to 2 inclusions & less than 200 people attending

- Please read our Terms & Conditions before completing this form
- Please read our Entertainment & Other Inclusions Policy before completing this form
- Bookings can only be confirmed a maximum of 3 months in advance



**PARRAMATTA  
PARK**

1. APPLICANT'S DETAILS			
<b>Organisation (if applicable)</b>			
<b>Contact person</b>			
<b>Mailing Address</b>	Street		
	Suburb	State	Postcode
<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. FUNCTION DETAILS			
Supply all the details for your function to ensure prompt processing of your application.			
<b>Type</b> (e.g. birthday party, picnic etc)			
<b>Day and date</b>	Day	Date	
<b>Time</b>	Start Time	End Time	
<b>Estimated attendance</b>			
<b>Preferred shelter</b>	<input type="checkbox"/> Gawi <input type="checkbox"/> Mana	Other Shelter	
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 \$330 will apply to all bookings that have approval to have entertainment and other inclusions at their function. An approved item will attract a \$80 fee that is payable in addition to the site hire fee and bond.			
<b>Inclusion Type</b> (you may only select up to 2 items)	<input type="checkbox"/> Inflatable	<input type="checkbox"/> Soft Play	<input type="checkbox"/> DJ / Amplified Music / Band
	<input type="checkbox"/> Catering	<input type="checkbox"/> Signage	<input type="checkbox"/> Petting Zoo / Reptile Display
	<input type="checkbox"/> Single Entertainer	<input type="checkbox"/> Marquee	<input type="checkbox"/> Balloon Garland / Backdrop
<b>Inclusion Description</b> (e.g. Jumping Castle, Petting Zoo, Food Truck etc)			
<b>Inclusion Size</b> (provide details of the size of the item or the area required to use the item)			
<b>Vehicle Access Required</b> (e.g. 1 x car and trailer arriving at 10am and departing at 3pm)	No                      Yes Number of Vehicles: _____ Type of Vehicles: _____ Time Vehicle Access Required: _____		
4. POWER			
<b>Access to Power</b> (only available at Gawi)	<b>FREE POWER</b> Access to power will be provided free of charge between 9am – 4pm	Will you be using a generator: Yes    Voltage: _____ No     _____	<b>NO POWER</b>

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.

### Public Liability Insurance

Copy of Public Liability Insurance emailed with application?  YES  NO

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 Trust Regulation 2019* 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.

I have read and understood the Entertainment and Other Inclusions 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.

Signature of applicant:

Date: