

# PUBLIC PLACES BOOKING FORM

## Application

Please tick the appropriate boxes relating to your booking and ensure that all information is filled out. All completed forms to be returned via email: [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au) and please allow up to 48 hours for processing.

For all applications requesting alcohol consumption at any Council's premises, please allow sufficient time prior to the event for processing. See the Terms and Conditions page for approval process.

CUSTOMER TO COMPLETE	
<b>SECTION 1 - YOUR DETAILS</b>	
Name:	
Company/Group:	
Residential/Company/Group Address:	
Postal Address:	
Phone:	Mobile:
Email Address:	
<b>SECTION 2 - PUBLIC PLACES</b>	
<input type="checkbox"/> Marlow Lagoon Recreation Reserve	<input type="checkbox"/> Memorial Park
<input type="checkbox"/> Sanctuary Lakes	Other:
Special Requirements:	
<input type="checkbox"/> Vehicle Access (not permitted during the Wet Season - between 1 November and 30 April)	
<input type="checkbox"/> Added Structures (e.g. marquees, etc):	
<input type="checkbox"/> Power	<input type="checkbox"/> Water
Other (e.g. jumping castles, etc):	
<b>SECTION 3 - PUBLIC LIABILITY INSURANCE</b>	
Please attach a copy if you are a/or:	
<input type="checkbox"/> Business/Government	<input type="checkbox"/> Not for Profit/Community Organisations and Groups
<input type="checkbox"/> Hiring a third-party company (e.g. jumping castles, running an event simultaneously, etc)	

The City of Palmerston complies with the information Privacy Principles contained in the *Information Act* (NT). These principles protect the privacy of personal information collected and held by Council. Council's privacy statement is available from the City of Palmerston, Civic Plaza, 1 Chung Wah Terrace, or via our website on [www.palmerston.nt.gov.au](http://www.palmerston.nt.gov.au).

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SECTION 4 – BOOKING DETAILS	
One Off Booking	Recurring Booking
<input type="checkbox"/> Personal	<input type="checkbox"/> Personal
<input type="checkbox"/> Not for Profit/Community Organisations and Groups	<input type="checkbox"/> Not for Profit/Community Organisations and Groups
<input type="checkbox"/> Business/Government	<input type="checkbox"/> Business/Government
Proposed Event/Activity:	Proposed Event/Activity:
Date:	Date From:
Time:	Date To:
Duration (hrs):	Time(s):
Number Attending:	Duration (hrs):
Details:	Number Attending:
	Details:
SECTION 5 – BANK DETAILS FOR RETURN OF DEPOSIT	
Refund Method: <input type="checkbox"/> Cheque <input type="checkbox"/> EFT	Account Name:
Bank:	Branch:
BSB:	Account Number:
SECTION 6 – TERMS AND CONDITIONS	
Please refer to the Terms and Conditions page at the back of this application form.	
<input type="checkbox"/> I am 18 years or older, or/and am authorised to sign on behalf of the above hirer.	
<input type="checkbox"/> I have read, understand, and accept the Information and Conditions.	
Signature:	Date:
SECTION 7 – AUTHORISATION FOR USE (COUNCIL EMPLOYEE TO COMPLETE)	
Employee and Position:	
Approval of Facility Use: <input type="checkbox"/> YES <input type="checkbox"/> NO	Permit Expiration:

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OFFICE USE ONLY			
<b>SECTION 8 – KEY DETAILS</b>			
Reason for Release of Key(s):			
Date Key is Required:		Date of Key Return:	
Key #	Key Identifier	Description	Date Out
<b>SECTION 9 – PAYMENT DETAILS</b>			
<input type="checkbox"/> Key Deposit (\$60)		<input type="checkbox"/> Damage/Cleaning Deposit (\$150)	
If deposit carried over, receipt #		If deposit carried over, previous receipt #	
Total Amount Payable:		Receipt number:	
<b>SECTION 10 – RELEASE OF KEY(S)</b>			
Employee Name:		Date:	
Key Holder Signature:		Key Register Updated? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<b>SECTION 11 – KEY(S) RETURNED AND DEPOSIT REFUND</b>			
Key Holder Name:		Refund Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Key Holder Signature:		Employee Name:	
Returned in original condition? <input type="checkbox"/> YES <input type="checkbox"/> NO		Employee Signature:	
Key Register Updated? <input type="checkbox"/> YES <input type="checkbox"/> NO		Date:	
<b>SECTION 12 – DAMAGE/CLEANING DEPOSIT REFUND</b>			
Employee Name:		Reason (if deposit withheld):	
Employee Signature:		Refund Amount:	
Refund Approval: <input type="checkbox"/> YES <input type="checkbox"/> NO		Date:	
<b>SECTION 13 – REFUND</b>			
Employee Name:		Total Refund Amount:	
Employee Signature:		Date:	
<b>SECTION 14 – AUTHORISATION TO CONSUME ALCOHOL ON COUNCIL PREMISES</b>			
<i>Ensure that the below boxes are ticked before sending paperwork to the EA for DCEO for assessment.</i>			
<input type="checkbox"/> Application for Consumption of Liquor attached		<input type="checkbox"/> Copy of signed and approved Party Smart form	
Received letter of approval from the DLC: <input type="checkbox"/> YES <input type="checkbox"/> NO			

### INFORMATION & CONDITIONS OF USE

1. Fees and Charges as specified in the City of Palmerston Fees and Charges schedule.
2. All relevant Acts, Regulations, By-laws and Council Policies must be adhered to.
3. All booking groups must provide evidence of their Certificate of Currency or Public Liability Insurance cover which will indemnify City of Palmerston in case of any claims arising out of your use of the public space.
4. This application does not ensure exclusive use of nominated location.
5. Activities conducted must take into account that the facilities are public spaces frequented by persons of all ages and genders.
6. Vehicles taken into reserves must be removed once unloaded and the gate closed.
7. No star pickets or stakes are to be entered into the ground.
8. Permit holder is responsible to pick up and remove any litter.
9. Permit holder is responsible to restore any damage to Council property.
10. If Permit holder fails to carry out conditions 9 to 10 as above, the work/s will be done by Council at the cost to the permit holder.
11. Please allow up to 10 business days for refund of deposit. Deposits can only be refunded by cheque or EFT.

### CONDITIONS OF KEY RELEASE

1. Key(s) will not be released until deposit and/or fees have been paid.
2. The hirer agrees that key(s) shall be used for the purposes in which they are issued or for other approved Council purposes only.
3. The hirer unconditionally agrees to return the key(s) if it is requested to be returned by Council, otherwise when the period applied expires as listed above.
4. The hirer agrees to inform Council immediately should there be any change of details or designation of the key holder.
5. The hirer accepts that they may be personally liable for the cost of replacing the key.
6. The hirer will keep the key(s) secure and not tag it in a way that would easily identify the key's use and will comply with Council's Keying System Policy.
7. The hirer will immediately inform Council if the key is lost.
8. The hirer accepts that they may be personally liable for the cost of replacing the key.
9. The hirer understands they may be held liable for replacing all locks that can be opened with that key, if the key(s) is lost or otherwise compromised and Council considers this is necessary to maintain security.
  - If the key is a master key, the cost of replacing the locks could include all locks in multiple buildings.
10. The hirer accepts that they are not to replace or alter any Council lock without written Council approval.
  - Failure to comply will result in the locks being removed and replaced with a Council lock and will be liable for the costs incurred.

### CONDITIONS OF ALCOHOL CONSUMPTION

1. For all parties and functions where alcohol will be consumed, a completed [application form](#) requesting permission to consume alcohol on Council's property and a copy and a copy of the approved [party smart registration form](#) must be submitted to [palmerston@palmerston.nt.gov.au](mailto:palmerston@palmerston.nt.gov.au).
2. The written application must outline the date, time, venue and number of people attending the event, plus the breakdown of alcohol that will be consumed during this time.
3. Permission of the Council may be granted once approval of a gazette notice (costs presently being incurred by Council) has been received from the Northern Territory Government.
4. Please refer to the [AD03 Alcohol Management Policy](#) for further information.

*PLEASE NOTE: In accordance with the new Liquor Act 2019, section 171, a person must not consume liquor in any public place in Palmerston without permission from the owner occupier of the public place.*