



Bellingen Shire Council

COMMUNITY EVENTS NOTICE BOARDS BOOKING FORM

Please complete the following:

1 **Community Organisation**

.....

2 **Contact Name and Address**

.....

.....

3 **Contact Phone Number**

4 **Email Address**

5 **Date Required From** to

6 **Frequency (eg monthly, annually)**

7 **Location Required**

Bellingen (Waterfall Way eastern entrance)

8 **Public Liability Insurance Policy Number**

Please attach a copy of your Insurance Certificate of Currency to this form.

NB: Policy must cite Bellingen Shire Council and NSW Department of Education & Communities – Schools, North Coast Region as Interested Parties.

The applicant indemnifies Bellingen Shire Council from and against all claims (including any injury, damage or loss), costs, expenses and damages resulting from or by reason of anything done or omitted to be done by the applicant or the applicant's agent arising out of activities undertaken at, on or near the Community Notice Board(s).

The applicant acknowledges that Council is not responsible for repair and/or maintenance costs of signage and that these remain private property with responsibility assumed by the applicant, applicant's agent or other responsible person.

Signature of Applicant **Date**

Office Use Only:

Date Received _____	ECM # _____
Insurance Policy Received / Verified _____	Date _____
Booking Calendar Updated _____	Date _____
Booking Confirmed _____	Date _____