



# Bellingen Shire Council

## BOOKING FORM Council Marquee(s) &/or Furniture

### 1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr  Ms  Mrs  Dr  Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Mobile

Email address

### 2. Items required (please tick)

Plastic chairs (stored at Raleigh Depot)

Number of chairs required:

Sunsmart marquee 3m x 3m (stored at Raleigh Works Depot)

Cancer Institute marquee 3m x 6m (stored at Raleigh Works Depot)

Cancer Institute marquee 3m x 6m (stored at Dorrigo Works Depot)

### 3. Briefly describe the purpose and location of the event

**4. Collection / return date(s) and time(s)**

COLLECTION LOCATION	COLLECTION DATE	COLLECTION TIME	RETURN DATE	RETURN TIME

**5. Insurance details**

Conditions of approval:

- Persons or organisations are required to hold current public liability insurance for a minimum of \$10 million.
- Bellingen Shire Council should be noted on the policy as an interested party.

Insurance Company Name

ABN

Policy Number

Expiry Date

Copy of current Public Liability Policy attached:

Yes  No (tick one)

**6. Privacy and personal information protection notice**

- this information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your information may comprise part of a public register related to this purpose;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

**Applicant's signature/s**

I/We have read and agree to abide by the Conditions of Use and supplied the appropriate Public Liability Insurance details.

I/We understand that it is my/our responsibility to conduct a Risk Assessment prior to the collection and use of the items.

I/We declare that to the best of my/our knowledge all particulars supplied are correct and complete.

I/We understand that inaccurate or false statements may cause my/our booking to be delayed or rescinded.

**Signature:** ..... **Date:** .....

**Signature:** ..... **Date:** .....

**OFFICE USE ONLY**

Date received:

Date Service Request sent to Works & Stores:

Actioned by:(initials)



# Council Marquee &/or Furniture Conditions of Use

1. The applicant must be over the age of 18 years (at the time of booking) and shall be responsible for the collection, return and use of the items.
2. The items must be collected and returned by the applicant in an acceptable condition within 1 hour of the notified times on the booking form. Items must be returned to the locations they were collected from.
3. The applicant agrees to accept responsibility for the cost of all damages, breakages etc to the Council supplied items and agrees to reimburse Bellingen Shire Council for not less than the replacement cost.
4. The applicant indemnifies Bellingen Shire Council from and against all claims (including any injury, damage or loss to person or property), third party claims, actions, suits, costs, expenses and damages arising directly or indirectly and/or 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 using the Council supplied items.
5. The applicant must ensure appropriate Public Liability insurance is carried for a minimum of \$10 million and provides cover for:
  - a. loss or theft of Council supplied items for not less than replacement cost,
  - b. ensuring the Council supplied items are not operated for any purpose beyond their capacity or in a manner likely to result in undue wear;
  - c. ensuring appropriate steps are taken to prevent injuries to persons and to prevent the Council supplied items sustaining further damage, in the event the items become unsafe or are used for a purpose contrary to that which the items were supplied for.
6. Council recommends moving the furniture and/or marquees with a trolley or with the assistance of 2 or more people to prevent injury or strain to the handlers.

I/We have read and agree to abide by the Conditions of Use.

.....  
(Signature & printed name)

.....  
(Signature & printed name)

.....  
Date