

Necessary Approvals

City Parks

If you wish to drive a vehicle onto a reserve, erect a Bouncy Castle, marquee, tent or any other structure which require posts to be put in the ground, you need to contact City Parks on 9550 3971.

Vehicles and posts have the potential to damage the underground reticulation system and cause enormous damage. Representatives from City Parks are available to meet you on site to discuss your requirements. If you are responsible for damaging the reticulation system you will be liable for the cost of the repairing this damage.

Marquees and tents with guide ropes are not recommended as they pose a liability problem given that people may trip on them.

City Parks have been contacted regarding vehicle access, ground markings and erection of stakes/pickets/tents etc

Environmental Health Services

Compliance with the Health (Public Buildings Regulations) 1992

Compliance with the above legislation is essential. The organiser is to provide the relevant documentation for all public building structures such as Bouncy Castles **at least 14 working days prior** to the application date. If the organiser is leasing this equipment from a supplier it is recommended that structural certification is obtained from the supplier prior to of the goods being booked to avoid complications.

Environmental Health Services have been contacted regarding bouncy castle

Public Liability Insurance

As the organiser you must ensure that the supplier of your Bouncy Castle has Public Liability Insurance to the value of \$10 million dollars. This is to protect the interests of both the organisers and patrons.

The Suppliers certificate of currency for this policy must be sighted by the City of Mandurah's Recreation Services prior to application being approved.

Copy of Public Liability Insurance to be attached with application

Conditions of Hire

USAGE TIMES

Approval to use a Council Facility and/or Reserve applies only to the times and dates outlined on the booking confirmation. You must allow for set-up and clean-up times on your *Bouncy Castle venue Application* form. Under no circumstances is any function to extend beyond 12 Midnight. Premises must be vacated and no loitering is permitted.

Alcohol Consumption on public open space areas or reserves is strictly prohibited.

KEYS

An "A" Key to gain access to the reserve can be obtained from the Council's Administration building between the hours of 8.15am and 4.30pm Monday to Friday on the day of or one working day prior to the booking date. If you cannot collect the key during these hours, alternative arrangements must be made with the Recreation Assistant - Administration at least 5 working days prior to the scheduled date of the booking. Keys must be returned the same day or one working day after the booking date. The Hirer will be required to pay a key bond in accordance with Council's Schedule of Fees. Keys will not be issued unless all monies associated with the booking are paid and the Terms and Conditions signed.

INDEMNITY

Upon acceptance of the hire, the Hirer undertakes to hold the City of Mandurah indemnified against all claims, losses, actions, damages, costs (including legal costs) and expenses whatsoever arising out of or in connection with the hiring of the venue:

Personal injury (including death or disease) to the Hirer or any invitee or third party unless and then only to the extent that the Hirer proves said injury was due to the negligence of the City; Loss of or damage to any property owned by the Hirer, the City or any third party;

VEHICLE ACCESS

No vehicle is authorised to access any facility, reserve or public open space area without obtaining prior consent from Council.

How much do these venues cost?

The use of a passive reserve or public open space for a bouncy castle will incur a non refundable administration fee of \$20.00. This fee must be paid upon application.

If any damage is caused to the venue or reserve as a result of your booking, e.g. damage to reticulation, the cost of repairs will be incurred by the hirer.



Key Guidelines and Application for the use of Public Open Space for a Bouncy Castle

RECREATION SERVICES

PO Box 210

MANDURAH WA 6210

Tel: 9550 3601 Fax: 9581 1026





BOUNCY CASTLE VENUE APPLICATION

I being the duly authorised representative of the applicant in endorsing this application will ensure compliance with Local Laws.

Signature

Date