

## *Terms and conditions for*

# BOOKING A PARK OR RESERVE IN LAKE MACQUARIE

1. The applicant must be 18 years or over to sign the Terms and Conditions.
2. Vehicle access and parking on reserves is not permitted without appropriate approval.
3. Parks and reserves are public areas and free public access to all areas by the public must be maintained (this includes barbecue and playground areas). Booking an area does not give you exclusive use of that area.
4. All lights and electricity are to be switched off at the end of hire. Electricity is not available at all sites.
5. Mowing of a park or reserve prior to your booking is not guaranteed.
6. Some parks and reserves are designated alcohol free zones and Council regulations must be observed at all times.
7. It is not permitted to display advertising posters or signs on telegraph poles, trees or anywhere within roadways.
8. Structures such as marquees and tents must be self-supporting and not tied to trees, buildings, fences, or signs.
9. All information pertaining to electricity, caterers, structures such as marquees, amusement devices, carnival equipment including the use of pyrotechnics and sound amplification must be disclosed to Council.
10. A current copy of the Certificate of Currency must be obtained from all contracted suppliers for your booking.
11. The applicant is responsible for the collection and removal of all rubbish generated by the activity. All grounds and shelters are to be left in a clean and tidy condition. The hirer is required to supply their own cleaning materials where required.
12. A site inspection may be required before and after the activity and a bond is required.
13. The applicant is responsible for collection and returning the keys for park access, electricity and other facilities to Council in a timely manner.
14. The applicant is to retain the Confirmation Letter supplied by Council and have it available during their function.
15. Refunds will only be paid when a written notice of cancellation is received by Council at least five working days prior to the date of booking.
16. No refunds will be given in the event of poor weather conditions.
17. You must act upon any direction given by an officer of Council or a member of the NSW Police.

See our **Event Planning Toolkit** for more information and tips on hosting a successful event in our City.