



Add-on application form

Western Sydney Parklands and Parramatta Park

Picnic shelter hire with up to 2 add-ons and less than 150 people attending

- Read our terms and conditions of hire before completing this form
- Read our entertainment and other add-ons policy before completing this form
- Bookings can only be confirmed a maximum of 3 months in advance
- Applications must be submitted with a minimum of 10 business days' notice

1. Applicant's details			
Organisation If applicable		ABN	
Contact person			
Mailing address	Street		
	Suburb	State	Postcode
Contact details	Mobile	Email	
eNewsletter	Please email me information about Greater Sydney Parklands events and activities		
	Yes	No	
2. Function details			
Supply all the details for your function to ensure prompt processing of your application.			
Type e.g. birthday party, picnic etc.			
Day and date	Day	Date	
Time	Start time	End time	
Estimated attendance			
Preferred shelter Choose your preferred shelter. Approved shelters for large add-ons are listed.	Western Sydney Parklands	Acacia	Bung
	Parramatta Park	Gawi	Mana
	Other shelter		

3. Entertainment and other add-ons

Supply details of any of the following you are planning to use at your event. These items cannot be used at your event without the prior written approval of Greater Sydney Parklands (GSP). An approved add-on will attract additional fees that are payable in addition to the site hire fee.

Add-on type You may only select up to 2 items	Giant games Catering Additional marquees	Soft play Signage	DJ / music ensemble / band Petting zoo / reptile display
Add-on description e.g. Face painter, petting zoo, food truck etc.			
Add-on size Provide details of the size of the item or the area required to use the item			
Vehicle access required e.g. 1 x car and trailer arriving at 10am and departing at 3pm	Yes No Number of vehicles: _____ Type of vehicles: _____ Time vehicle access required: _____		

4. Public liability insurance for add-ons

A certificate of currency for public liability insurance is required each add-on. The certificate must be valid for the day of your booking.

Public liability insurance Add-on 1	Copy of public liability insurance emailed with application?	Yes	No
Public liability insurance Add-on 2	Copy of public liability insurance emailed with application?	Yes	No

5. Power

Access to power Only available at Gawi shelter, Parramatta Park	Free power at Gawi shelter Access to power will be provided free of charge between 9am – 3pm	Will you be using a generator: Yes Voltage: _____ No _____	No power
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6. Public liability insurance for shelter hire

All bookings made by an organisation must supply a copy of their certificate of currency for public liability insurance with coverage for at least \$A10,000,000 that is valid at the time of the event.

Public liability insurance	Copy of public liability insurance emailed with application?	Yes	No
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Applicant acknowledgement

Once your application has been reviewed a member from Greater Sydney Parklands will contact you regarding the status of your application. Should the application reach the second stage of the process you will be provided with a booking quote according to the information supplied on this form.

If you are in agreement then a confirmation letter and invoice will be issued, your booking is not confirmed until all monies owed have been received by Greater Sydney Parklands.

I acknowledge: *

That all documents need to be supplied in a timely manner, otherwise Greater Sydney Parklands reserves the rights to cancel the application progress.



I understand: *

I understand that Parramatta Park is governed by the Parramatta Park Trust Act 2001 and the Parramatta Park Trust Regulation. I understand that use of Parramatta Park facilities is subject to the terms and conditions of hire. I agree that as a condition of hiring a venue and using the parklands, I must abide by the terms and conditions, Parramatta Park Regulation and any reasonable requests of an authorised officer and failure to comply may result in the cancellation, refusal or alteration of my event at the discretion of Greater Sydney Parklands. I will use the park in accordance with the terms and conditions or any reasonable request from an authorised officer.

OR

I understand that Western Sydney Parklands is governed by the Western Sydney Parklands Act 2006 and the Western Sydney Parklands Regulation. I understand that use of Western Sydney Parklands facilities is subject to the terms and conditions of hire. I agree that as a condition of hiring a venue and using the parklands, I must abide by the terms and conditions, Western Sydney Parklands Regulation and any reasonable requests of an authorised officer and failure to comply may result in the cancellation, refusal or alteration of my event at the discretion of Greater Sydney Parklands. I will use the park in accordance with the terms and conditions or any reasonable request from an authorised officer.

Applicant signature*

Type your name in the following box, confirming all details are accurate.

Applicant's signature:	Date:
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Further information

For further information or enquiries about entertainment and add-ons, please contact GSP by:

Western Sydney Parklands

Phone: (02) 9895 7500

Email: bookings@wspt.nsw.gov.au

Parramatta Park

Phone: (02) 9895 7599

Email: bookings@ppt.nsw.gov.au

