



# SMALL EVENT SITE HIRINGS

Please complete this form and return to the office by email to [parklandsbookings@wspt.nsw.gov.au](mailto:parklandsbookings@wspt.nsw.gov.au)

Please read the attached Western Sydney Parklands Trust Conditions of Use before completing this form. By signing this form you agree to abide by the Western Sydney Parklands Trust Conditions of Use.

## PLEASE NOTE: YOUR BOOKING IS NOT CONFIRMED UNTIL YOU RECEIVE WRITTEN NOTIFICATION FROM THE TRUST

Applicant's Surname: \_\_\_\_\_ Applicant's First Name: \_\_\_\_\_

Company/Community Group (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Booking: \_\_\_\_\_ No. of People: \_\_\_\_\_

Preferred Shelter: \_\_\_\_\_ Alternate Shelter: \_\_\_\_\_

Public Liability Insurance Certificate of Currency attached: \_\_\_\_\_  
*(Required for Business or Community Groups)*

*Please send me information regarding events and news about Western Sydney Parklands* Yes/No

*I agree to be contacted by the Western Sydney Parklands Trust to discuss my experience of using the Parkland's facilities* Yes/No

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

### PAYMENT OPTIONS

Credit Card (Visa Card and Mastercard only accepted). Once your application and credit card has been processed we will send you a tax invoice and confirmation of your booking.

### FOR OFFICE USE ONLY:

Application Received: \_\_\_\_\_ Booking Date: \_\_\_\_\_ Location: \_\_\_\_\_ Fee: \_\_\_\_\_

Payment Date: \_\_\_\_\_ Confirmation Sent: \_\_\_\_\_ Booking No: \_\_\_\_\_

# Conditions of Use

## Small Event Site Hiring

### Western Sydney Parklands Trust

Western Sydney Parklands Trust opening and closing times are from Jun to Aug 8am - 5pm and Sep to May 8am - 7pm.

Visitors can make a real contribution to the ongoing care and public enjoyment of this valuable asset to the community of Western Sydney by abiding by the following terms and conditions.

#### **Bookings**

Payment consists of a booking fee only. Unless requested by the Trust, Small Event Site Hirings do not attract a bond. The individual, company or community group making the booking is ('the responsible entity') liable for any costs incurred by the Western Sydney Parklands Trust arising from the hiring, such as damage to infrastructure and facilities, or removal of rubbish and/or litter.

The booking is not confirmed until full payment has been received, the Certificate of Currency and the booking confirmed by the Western Sydney Parklands Trust.

#### **NOTE**

**Not for Profit (NFP) Groups and Corporate Business Groups are required to supply their own Public Liability Certificate of Currency before we proceed with the booking**

***We do not accept tentative bookings.***

To enquire about a reservation you must contact the Trust office during business hours, on (02) 9895 7500, or by email to [parklandsbookings@wspt.nsw.gov.au](mailto:parklandsbookings@wspt.nsw.gov.au). Bookings are to be made at least **5 working days** in advance, but no longer than **3 months in advance**. Payment can be made by Mastercard or Visa card. Credit card details must be completed on the Credit Card Authorisation Form and either phoned through to (02) 9895 7500 or emailed to [parklandsbookings@wspt.nsw.gov.au](mailto:parklandsbookings@wspt.nsw.gov.au).

Credit card information is managed under the Western Sydney Parklands Trust Credit Card and Security Policy. This policy can be downloaded from the website under Bookings.

If you have made a booking but wish to change the time or area required, please contact the office on (02) 9895 7500 between Monday to Friday 9am to 4pm to confirm that your requirements can be accommodated. It is then necessary for you to confirm this change by email to [parklandsbookings@wspt.nsw.gov.au](mailto:parklandsbookings@wspt.nsw.gov.au). Changes cannot be made less than 5 days prior to your original booking date. Once this confirmation is received by the Trust, you will receive an updated letter of the amended time and shelter that you have booked.

Shelters are available for booking for whole days only. Part days **CANNOT** be booked. Bookings can be made for any day of the week. Payment consists of a booking fee **ONLY**. No **BOND** is required. The following shelters are available.

### Plough and Harrow West

#### **Lower Level**

Heron (70 people)  
Weebil (30 people)  
Heron and Weebil (100 people)

#### **Upper Level**

Falcon (70 people)  
Corella (30 people)  
Falcon and Corella (100 people)

### Plough and Harrow East

Cuckoo (70 people)  
Spinebill (70 people)

#### **Lizard Log**

Greybox (30 people)  
Paperbark (30 people)  
Pimelea (70 people)

Booking fees are:

- Heron (70 people) **\$160.00 (inc GST)**
- Weebil (30 people) **\$120.00 (inc GST)**
- Heron and Weebil (100 people) **\$250.00 (inc GST)**
- Falcon (70 people) **\$160.00 (inc GST)**
- Corella (30 people) **\$120.00 (inc GST)**
- Falcon and Corella (100 people) **\$250.00 (inc GST)**
- Cuckoo (70 people) **\$200 (inc GST)**
- Spinebill (70 people) **\$200 (inc GST)**
- Greybox (30 people) **\$160.00 (inc GST)**
- Paperbark (30 people) **\$160.00 (inc GST)**
- Pimelea (70 people) **\$200 (inc GST)**

#### **Refunds**

Cancellations can be made up to 14 days prior to your booking, and will incur a **\$50** administration fee. Cancellations must be issued in writing via email to [parklandsbookings@wspt.nsw.gov.au](mailto:parklandsbookings@wspt.nsw.gov.au). **No** refund will be given if notification of cancellation is received less than 14 days prior to the booking.

**THERE WILL BE NO ADVERSE WEATHER REFUNDS.**

#### **General Information**

- There is **no guaranteed** parking
- Food and alcohol sales are **not permitted**
- **Decorations** are allowed only at the shelters, but must be removed before leaving

- In the interest of visitor health and safety and in accordance with the Companion Animals Act 1998 dogs are not allowed within 10 metres of any play equipment within playgrounds. Dogs must be kept on leads at all times for protection of our native wildlife as well as their own.
- *Electricity is **NOT** available*
- Heatbead/charcoal fires are not permitted with the exception of the designated areas (concrete platforms) beside the electric BBQ's at Lizard Log. Personal gas BBQ's are allowed. During official '**Total Fire Ban**' periods only electric BBQ's provided in the parklands are permitted for use. **Heavy Fines Apply.**
- Activities such as jumping castles, animal displays/pony rides, etc. are not allowed due to liability, damage to grounds, cleaning and participant control issues.
- Playing loud or offensive *music* is not allowed
- *Vehicle Parking and Access* - access beyond the roads in picnic areas is **not allowed**
- *Waste Management* - use the bins provided, and **do not** leave litter lying around
- *Fuel driven equipment, remote control cars, planes, helicopters, generators, etc. are not allowed due to noise, fire and safety risks.*
- *Taking of photos is allowed, with respecting other visitor's privacy.*
- *Standard domestic size shade structures are allowed if properly tied/weighted down. Large marquees are not allowed.*
- *Ball games, etc. are permitted. Participants must respect other visitors. Volley nets with spikes/anchors over 250 mm in length are not permitted at Plough and Harrow due to irrigation pipes underground.*

#### **On the Day**

- Shelters will be secured by signage and roped off
- Please park all vehicles in the formal parking area, no access is allowed beyond the access roads
- Please remember to remove all rubbish from the shelters, including any decorations
- Any issues should be brought to the attention of the visitor services officer on duty
- ENJOY YOUR DAY!!



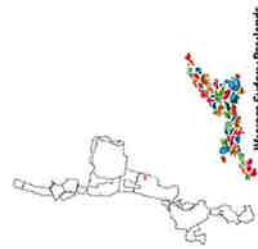
## Credit Card Authorisation

<b>Booking Number</b>	
<b>Booking Name</b>	
<b>Card Holder Name</b>	
<b>Type of Card</b>	<b>Mastercard / Visa (no other cards will be accepted)</b>
<b>Card Number</b>	
<b>Expiry Date</b>	
<b>3 digits on back of card</b>	
<b>Amount to be Charged</b>	
<b><i>I hereby authorise the Western Sydney Parklands Trust to charge the above amount to my Credit Card</i></b>	
<b>Signature</b>	
<b><i>Please email completed form</i></b>	
<b>Office Use Only: TRANSACTION APPROVED / DECLINED</b>	



**Pricing** All Day Hire Only

- Greybox \$160 inc GST**
- Paperbark \$160 inc GST**
- Pimelea \$200 inc GST**
- Greybox & Paperbark \$280 inc GST**



Western Sydney Parklands

LIZARD LOG Shelters For Hire

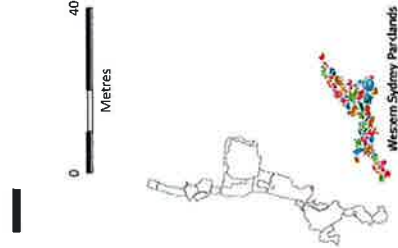


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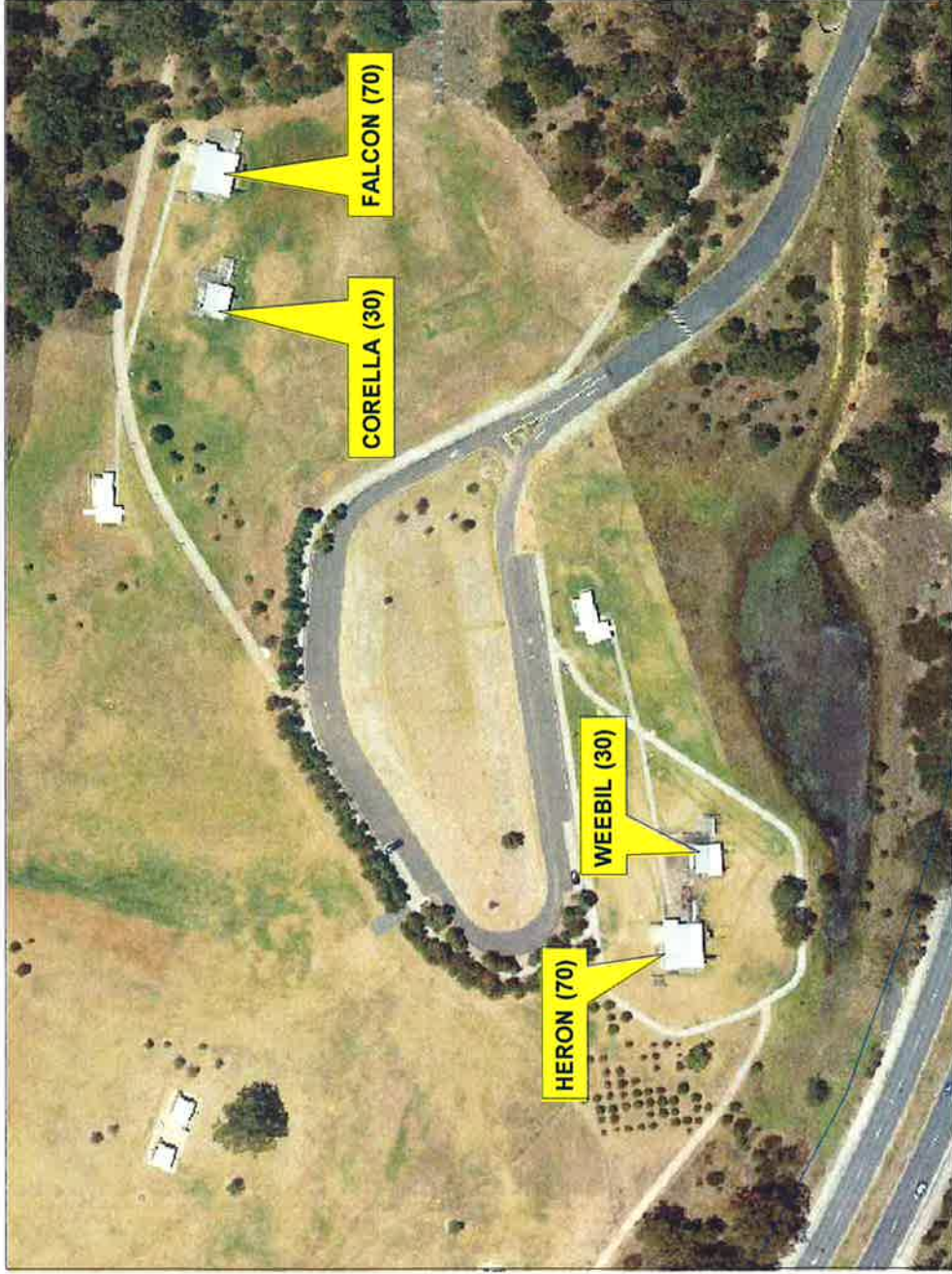
**Pricing** All Day Hire Only

**Cuckoo** **\$200 inc GST**  
**Spinebill** **\$200 inc GST**



PLOUGH & HARROW EAST Shelters For Hire





**Pricing** All Day Hire Only

<b>Heron</b>	<b>\$160 inc GST</b>
<b>Weebil</b>	<b>\$120 inc GST</b>
<b>Falcon</b>	<b>\$160 inc GST</b>
<b>Corella</b>	<b>\$120 inc GST</b>
<b>Heron &amp; Weebil or Falcon &amp; Corella</b>	<b>\$250 inc GST</b>



PLOUGH & HARROW WEST Shelters For Hire



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