



Return to:
 Parks, Conservation and Lands
 Territory and Municipal Services
 500 Cotter Road Weston
 GPO Box 158 Canberra ACT 2601
 Telephone: (02) 6207 2498 Fax: (02) 6207 2544
 Email: environment_eventsandcamping@act.gov.au

APPLICATION TO HOLD AN EVENT OR ACTIVITY

Persons wishing to hold an event within the estate managed by Parks, Conservation and Lands (PC&L) must complete this form. (The PC&L estate includes Namadgi National Park, Murrumbidgee River Corridor, Canberra Nature Park, Tidbinbilla Nature Reserve, other nature reserves and former ACT Forests Land).

Please attach a separate sheet if more space is required

Applicant(s) name(s):

Organisation: (if applicable)

Is public liability insurance held? Yes / No (Please provide evidence of current policy)

Address:

Contact numbers: Work Home Mobile

Fax Email

Expected numbers: Participants Vehicles Spectators

Is special access required? (e.g. Behind locked gate) No / Yes (Give details)

Is exclusive use of the area being sought? No / Yes (details).....

Safety arrangements:

Special requests:.....

Type of event/description:

Event location/s:.....

Event duration: Date(s)/...../..... Time am/pm **TO** Date/...../..... Time am/pm

Maps provided? Yes / No (Map required for events/activities outside recognised recreation areas)

I agree to the 'Terms and Conditions of Use' and confirm that I shall comply with those Terms and Conditions. On behalf of myself and all those accompanying me, I acknowledge that Territory and Municipal Services is not responsible for the actions of any other persons within the PC&L Estate and is also not responsible for any occurrence, injury, loss or damage whatsoever that may occur to any person and/or their chattels.

Signature of applicant: **Date:**/...../.....

This event is authorised subject to the standard Terms and Conditions of Use, any other additional special conditions and any information in the application.

OFFICE USE ONLY

PC&L Authorising Officer:	Entered DB
Date:/...../.....	Consult App
	Consult District
	Approval Sent
	Update DB

Terms and Conditions

Definitions

The 'User' is defined as the applicant who completes and signs this 'Application to Hold an Event or Activity'. Where the User represents an organisation or company, the User is assumed to have authority from the organisation or company to act on its behalf and enter into this agreement. The 'Territory' refers to the Australian Capital Territory Government and its agencies. 'Park Bookings Officer' refers to the holder of that position within Territory and Municipal Services, or a delegate authorised by the Manager, Visitors and Volunteers.

Fees

Fees are charged for some types of events or activities. Please contact the park Bookings Officer on 6207 2498 for details or check the website at www.tams.act.gov.au. Fees for exclusive use of a recreation site or for on-line camping bookings must be made in advance. Payment for events and activities with a per-person charge must be made within 14 days of the end of the event after final numbers are known, unless otherwise arranged. For information on camping or to book a campsite within the PC&L estate, please see www.tams.act.gov.au or phone Canberra Connect on 13 22 81.

Legal Compliance

The User must ensure that all persons involved in the event or activity are aware of and abide by laws and regulations governing the area, as shown by local regulatory signage and any site-specific conditions that may be attached to an Approval to Hold an Event. This includes the provisions of the *Nature Conservation Act* 1980 which describes prohibited actions within Namadgi National Park and Nature Reserves and also prohibited actions in relation to native flora and fauna and land.

Damage to Territory Property

The User will be responsible for any damage to Territory property caused by the event or activity. This includes damage to roads, fences, gates, furniture, signs, BBQs, trees, lawn turf or any other property. The User agrees to report any such damage to the Park Bookings Officer as soon as practicable, and to repair or make good the damage or reimburse the Territory for costs incurred in repairing the damage.

Removal of Litter and Wastes

The User will ensure that all litter and rubbish resulting from the event is removed from the site immediately after the event. This includes temporary signage. In formal recreation areas where bins are provided, these may be used for rubbish disposal. In areas where no bins are provided, waste must be removed and properly disposed of by the User. Temporary toilets may be required as a site-specific condition of approval.

Gates

Gates are to be left as found (open or closed, locked or unlocked), unless otherwise authorised by the Park Bookings Officer. Unlocked gates must be attended unless otherwise authorised.

Public Safety and Insurance

The User will take all reasonable steps to ensure the safety of participants, spectators and members of the general public in the event or activity. In particular, the user will inspect the area immediately prior to use to ensure that it is safe for that use and report to the Territory as soon as possible any hazard detected on that inspection. Organised groups and commercial operators must provide evidence of a current Public Liability Insurance Policy to a value of at least \$10 million, or as determined by the ACT Insurance Authority in conjunction with Environment and Recreation.

Cancellation or Modification of Approval

The Recreation Officer may add conditions or cancel an event or activity at any time if required for safety or other reasons, including the likelihood of damage to Territory property as a result of rainfall, Total Fire Ban or other natural event or conditions. In such cases, the Territory will not be liable for any losses incurred by the User(s), but will refund any fees paid. The User should, as a matter of courtesy, inform the Park Bookings Officer if an approved event or activity is to be cancelled by the User for any reason.

A full refund will be provided for cancellations by the User that are notified to the Park Bookings Officer at least seven days before the scheduled event date. Cancellations within seven days of the event date may be refunded, at the discretion of the Parks Bookings Officer.

Additional Special Conditions

Approval for an event or activity may include site or event-specific conditions as determined by the Park Bookings Officer or representative. In these cases, such specific conditions form part of these Terms and Conditions.