

## ***PRIVATE FUNCTION***

The Council proposes that a scale of fees be imposed for the use of the amphitheatre stage/auditorium by private groups for the purposes set out below and at the rate and conditions set out hereunder:

### ***FEES***

|                                   |          |
|-----------------------------------|----------|
| Hire:                             |          |
| Family reunions                   | \$128.80 |
| Wedding ceremonies & receptions   | \$194.00 |
| Wedding ceremonies (no reception) | \$ 64.00 |
| Wedding Photos                    | NIL      |
| Business function                 | \$321.00 |
| Private Community Function        | \$129.00 |
| Use of BBQ facilities             | NIL      |
| Designated picnic area            | \$50     |
| Electricity                       | \$55     |

Plus \$30 per hour for each hour or part thereof after 6pm on all above listed functions.

### ***CONDITIONS***

The applicant applying for use of the amphitheatre will be required to:

- **Pay a Bond of \$550** to the Harvey Visitor Centre, which is refundable following a satisfactory inspection of the facility after the hirer's use.
- Complete the necessary booking application form.
- Attach to the application form a copy of the current public liability insurance policy (business groups only)
- Take full responsibility for the cleaning up of structures and landscape after use and ensure all power boxes are locked (stage front and rear) prior leaving the area.
- Recognise on all promotional literature for the event to be held at the amphitheatre, that the Harvey Visitor Centre is the booking agent.
- Observe all rules and safety procedures put into place for the good conduct of the amphitheatre.
- The hirer/user shall advise the Harvey Visitor Centre of any event where more than 300 people are expected to be present.
- Not allow the consumption of alcohol at the venue without the written approval of Council. If selling alcohol you must hold a current liquor licence issued by the Licencing Court. Glasses or glass containers are not permitted in the venue

## **GENERAL CONDITIONS FOR HIRERS -Where over 300 people are expected**

The following procedures are to be applied to all hirers/users of the amphitheatre stage/auditorium:

- The hirer/user shall advise the Harvey Visitor Centre of any event where more than 300 people are expected to be present
- Where the hirer/user believes that attendances at the event will exceed 300 people, they will be required to:
  - Arrange, at their cost, the delivery and removal of portable chemical toilets to be located at a place in the venue and in numbers to be prescribed by Council's Principal Environmental Health Officer
  - Arrange with Council's Law & Safety Services Dept a traffic management plan
  - The traffic management plan will provide for the establishment of a secure car parking area for event patrons on the Harvey Sports ground, Harvey High School pick up area or other suitable location
  - A shuttle bus service to operate between the chosen car parking area and amphitheatre

No vehicles other than those necessary for the event organizing or transporting of aged/disabled patrons will be permitted to enter the amphitheatre grounds or park within designated areas or on the road verge along Weir Road

## **BOOKING APPLICATION FORMS**

All intended hirers of the Harvey Dam Amphitheatre are require to complete a booking application form and pay the deposit to secure and confirm such use.

## **BOOKING AGENT**

The Harvey Visitor Centre has been appointed by Council to act as the booking agent for the amphitheatre stage/auditorium.

# BOOKING APPLICATION FORM

## Harvey Dam / Amphitheatre

CONTACT NAME \_\_\_\_\_

ORGANISATION NAME \_\_\_\_\_

ORGANISATION ADDRESS \_\_\_\_\_

PURPOSE OF HIRE \_\_\_\_\_

FUNCTION DATE \_\_\_\_\_ PHONE: \_\_\_\_\_

TIMES REQUIRED \_\_\_\_\_ TO \_\_\_\_\_

(\*Please X appropriate box)

FREE FOR HIRE (non-profit organisations) must pay bond, electricity and cushion hire.

PRIVATE FUNCTION: Reunion, Wedding, Business function. (photos no charge)  
Bond, hire fee, plus \$30.00 per hour after 6pm

PROFESSIONAL / COMMERCIAL GROUPS OR ORGANISATIONS  
Bond, hire of \$180 per day, cushion hire plus \$41.20 per hour after 6pm.

\_\_\_\_\_ # OF PEOPLE EXPECTING TO ATTEND FUNCTION

NO ALCOHOL OR LIQUOR LICENCE # \_\_\_\_\_

### BOND PAYMENT

A Bond Payment of \$550.00 needs to be submitted to secure this application (Not negotiable).

### PUBLIC LIABILITY INSURANCE

A copy of the applicant's current public liability insurance policy needs to be submitted with this application

### HIRER'S ACKNOWLEDGEMENT

I/We have been informed of all conditions of hire of the Harvey Dam / Amphitheatre and agree to abide by same.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_

|        |                |
|--------|----------------|
| COST:  |                |
| 550.00 | BOND           |
| _____  | HIRE           |
| _____  | ELECTRICITY    |
| _____  | = <b>TOTAL</b> |