

EVENT APPLICATION FORM

Applicant/Organisation	
Address	
Contact details	Home: _____ Business: _____ Mobile: _____
	Fax: _____ Email: _____
If organisation, contact person	Name: _____ Phone (if different to above): _____
Proposed booking date(s)	
Proposed booking time(s)	
Current public liability insurance held for minimum \$10 million? (By applicant or organisation)	<input type="checkbox"/> No <input type="checkbox"/> Yes (please attach copy of PL Insurance/Certificate of Currency)
Proposed location of event (Refer to Plan)	<input type="checkbox"/> Town Square <input type="checkbox"/> Civic Way <input type="checkbox"/> Main Street <input type="checkbox"/> Quad C (Big W) <input type="checkbox"/> Quad D (Target) <input type="checkbox"/> Quadrant Loop/pedestrian corridors, eg Quad A (W'worths), Quad B (Coles), Quad C (Big W), Quad D (Target) <input type="checkbox"/> Quad B The Backyard <input type="checkbox"/> Market Square <input type="checkbox"/> Quad A Secret Garden
Area to be used by	<input type="checkbox"/> Community Group <input type="checkbox"/> School <input type="checkbox"/> Youth Organisation <input type="checkbox"/> Sporting Club <input type="checkbox"/> Registered Charity <input type="checkbox"/> Political Candidate/Party <input type="checkbox"/> Religious Group <input type="checkbox"/> Private (not for profit) <input type="checkbox"/> Commercial <input type="checkbox"/> Private (for profit) <input type="checkbox"/> Individual <input type="checkbox"/> Other
Proposed event	<input type="checkbox"/> Fundraising <input type="checkbox"/> Community Event <input type="checkbox"/> Recital/concert/public performance <input type="checkbox"/> Exhibition/Expo <input type="checkbox"/> Not for profit event <input type="checkbox"/> Busking <input type="checkbox"/> Sports Registrations <input type="checkbox"/> Markets <input type="checkbox"/> Commercial function <input type="checkbox"/> Corporate event/launch <input type="checkbox"/> Commercial filming/photography <input type="checkbox"/> Other (please specify)
Details of event	
Number of people involved in operating the event	
Scale of event	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National
Realistic estimate of patron attendance (if applicable)	
Proposed marketing for the event (if applicable)	
Any proposed equipment or facilities required by those staging and attending the event	

I/We acknowledge that:

1. The information provided in this Event Application form is accurate.
2. I/We have read the General Conditions of Hire.
3. By signing this Event Application form I/we render the applicant/organisation bound by the General Conditions of Hire in the event that a permit or licence agreement is granted by GPT.
4. No permit or licence agreement will be issued until public liability insurance is obtained (if required) and any fees and bond are provided to GPT; and
5. Completion of this form does not guarantee the grant of a permit or licence agreement.

I/We hereby indemnify GPT in respect of any claims for injury, loss or damage by any third party arising from the operation of the applicant/organisation during the event the subject of this Event Application form. Applicants under the age of 18 years require permission from a parent or guardian and need to be accompanied by that parent or guardian whilst undertaking the proposed event.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

If approved your information will be held on file for twelve (12) months for future bookings.

Please return your application form either by post or by hand to:
 Rouse Hill Town Centre Management
 Rouse Hill Town Centre, 10-14 Market Lane
 Rouse Hill NSW 2155

Alternatively, the request form may be emailed to rhtc@gpt.com.au

Rouse Hill
 TOWN CENTRE

by The GPT Group