

Site Hire Application

Darwin Waterfront Corporation

GPO Box 1449

Darwin, NT 0801

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DARWIN WATERFRONT
CORPORATION

Please complete all sections of the following application and forward onto the Darwin Waterfront Corporation for consideration. All applications must comply with the Darwin Waterfront Corporation's *Outdoor Events Policy*.

If an application is declined the Darwin Waterfront Corporation takes no responsibility for any loss incurred by the applicant for entering into any third party agreements.

Section 1 - Applicant details

Organisation:	
Are you a non-profit organisation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact name:	
Phone:	Mobile:
Email:	
Website:	
Postal address:	

Section 2 - Details

Type of display:	
Name of display:	
Details of display (including structure):	
Display date(s):	
Start time:	Finish time:
Target audience:	
Have you organised a similar display previously? If yes, please specify where and supply photos if possible.	

Please specify which category your display fits into:	
Sale of products/services	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the organiser charge operators to participate in the display? If yes, provide details.	<input type="checkbox"/> Yes \$..... <input type="checkbox"/> No
Specify number of operators participating in display	
Other information:	

Section 3 – Outdoor Display Sites

Please note there are fees and charges associated with venue hire.
Requested area to hire within the Precinct:
<input type="checkbox"/> Peninsula Lawns (between Wave Lagoon and Rec Lagoon) <input type="checkbox"/> Palm Grove Lawns <input type="checkbox"/> Jervois Park <input type="checkbox"/> Stokes Hill Wharf <input type="checkbox"/> Stage 2A Parklands <input type="checkbox"/> Goyder Park <input type="checkbox"/> Lawns between hotel and Wave Lagoon

Section 4 - Vehicle access and set-up

<p>A detailed schedule of vehicle access requirements for your display (including delivery and collection of equipment) needs to be included in the running sheet and risk management plan. Once approved, any changes to this schedule must be communicated with the Darwin Waterfront Corporation for approval.</p> <p>The following conditions of entry apply when a vehicle enters the public parklands:</p> <ul style="list-style-type: none"> • A speed limit of 10kp/h (walking pace) is enforced at all times. All vehicles must have their hazard lights on and a walking escort where possible. • Vehicles are not permitted on the grass unless prior approval is given. <p>All vehicles must be removed once bump-in/bump-out is completed. There is no parking available for vehicles associated with your display.</p> <p>Public car parking is available at:</p> <ul style="list-style-type: none"> • Kitchener Drive multi-storey car park • Darwin Convention Centre basement • Behind the Darwin Convention Centre • Stokes Hill Road - off street parking • Deckchair Cinema car park 	
Bump-in date:	Bump-out date:
Bump-in time:	Bump-out time:
Vehicle access required for bump-in: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide further details about the vehicle(s) (eg, capacity, number of tyres)	
Vehicle access required for bump-out: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide further details about the vehicles (eg, capacity, number of tyres)	

Section 5 - Insurance

The Darwin Waterfront Corporation reserves the right to see copies of the actual insurance policies required.	
Does your organisation have Public liability insurance of no less than \$10 million?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, provide details of the amount you are insured for \$..... The Darwin Waterfront Corporation will confirm in writing the action required for requests related to liability cover.	
Will you engage third party contractors to be involved in this event? If yes, attach items as per item 3 above.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 6 – Security and safety

The Corporation takes no responsibility for the security of the display and/or overnight protection.	
Are there any requirements for the security of the display?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify	

Section 10 – Site cleaning and waste management

Excessive waste generated as a result of the display will involve the use of a Darwin Waterfront Corporation cleaning provider. All costs associated with waste removal will be billed directly to the applicant or deducted from the bond if applicable.
Please give a description of the amount and type of waste expected to be generated from the display.

Bond

A bond may be required by the Darwin Waterfront Corporation for the display and will be calculated after assessment of the display requirements and risks. The bond held by the Darwin Waterfront Corporation is against damage and non-adherence to agreed conditions. The applicant is to meet the cost of any property damage caused as a result of the activities of the applicant or their contractors or guests, or in any other way in connection with the display, for the duration of occupation of the site. The costs will be deducted from the bond unless other arrangements are adhered to. If the repair costs for the damage incurred are greater than the bond, then the full cost must be paid and the applicant is required to pay any balance outstanding as liquidated damages. A sum may be deducted from the bond for any breaches of this agreement. The Darwin Waterfront Corporation will provide approximate hire charges and bond amount upon assessment of this proposal.
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Fees and Charges

All fees and charges imposed by the Darwin Waterfront Corporation in connection with the display are to be received no less than 10 working days prior to the display, unless prior alternate arrangements have been agreed. Darwin Waterfront Corporation will not

commit to the provision of any services until payment for the services is received.

The display organiser is obliged to repair any damage to the display site caused as a result of the display. Following the required post-display site inspection with the Darwin Waterfront Corporation, the bond refund amount will be determined. A portion of the bond may be used to cover the cost of rectification of damages and/or other recoverable expenses incurred by the Darwin Waterfront Corporation on your behalf unless alternative arrangements for payment are agreed. Darwin Waterfront Corporation will document charges recoverable in the form of a tax invoice.

Supporting documentation (please ensure the below are included with your application):

- Copy of public liability insurance - up to \$10 000 000

I have examined and understand the conditions of hire and agree to the terms and conditions set by the Darwin Waterfront Corporation:

Name of applicant:

Signature:

Date:/...../.....

Please return completed application and supporting documents to:

Darwin Waterfront Corporation - Events and Marketing Manager
GPO Box 1449,
Darwin, NT 0801

Fax: (08) 8999 5210

Email: darwinwaterfront@nt.gov.au