



GREATER
SYDNEY
PARKLANDS

Excursion application form

Western Sydney Parklands and Parramatta Park

- Read our terms and conditions of hire before completing this form
- Read our school and vacation care use policy before completing this form
- Bookings can only be confirmed a maximum of 3 months in advance
- Applications must be submitted with a minimum of 10 business days' notice

1. Applicant's details

Organisation / school name			
Organisation / school mailing address	Street		
	Suburb	State	Postcode
Contact person			
Contact details	Mobile	Email	
Organisation details (Tick all applicable)	School facilitated	Third party facilitated	Vacation care
eNewsletter	Please email me information about Greater Sydney Parklands events and activities Yes No		

2. Activity details

Type of excursion / function			
Day and date			
Time	Start time	End time	
Estimated attendance			
Areas being used			
	Yes	No	
Shelter hire (Will you require a shelter)	Western Sydney Parklands	Shelter	
	Parramatta Park	Shelter	



3. Entertainment and other add-ons

Supply details of any of the following you are planning to use at your event. These items cannot be used at your event without the prior written approval of Greater Sydney Parklands (GSP). An approved add-on will attract additional fees that are payable in addition to the site hire fee.

Add-on type (you may only select 1 item)	<input type="checkbox"/> Giant games <input type="checkbox"/> Catering	Structures Signage	DJ / music ensemble / band Additional marquees
Add-on description (e.g. marquee, portable toilets, food van etc)			
Add-on size (e.g. 3m x 3m marquee)			
Vehicle access required (e.g. 1 x car and trailer at 10am and 3pm)	Yes No Number of vehicles: _____ Type of vehicles: _____ Time vehicle access required: _____		

4. Power

Access to power Only available at Gawi shelter, Parramatta Park	Free power at Gawi shelter Access to power will be provided free of charge between 9am – 3pm	Will you be using a generator: Yes No If yes, provide details below:	No power
Use of generators	Number: _____ Generator make: _____ Generator voltage: _____		

5. Public liability insurance

All bookings made by an organisation must supply a copy of their certificate of currency for public liability insurance with coverage for at least \$A10,000,000 that is valid at the time of the event.

Public liability insurance	Copy of public liability insurance emailed with application?	Yes	No
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Applicant acknowledgement

Once your application has been reviewed a member from Greater Sydney Parklands will contact you regarding the status of your application. Should the application reach the second stage of the process you will be provided with a booking quote according to the information supplied on this form.

If you are in agreement then a confirmation letter and invoice will be issued, your booking is not confirmed until all monies owed have been received by Greater Sydney Parklands.

I acknowledge: *

That all documents need to be supplied in a timely manner, otherwise Greater Sydney Parklands reserves the rights to cancel the application progress.

I understand: *

I understand that Parramatta Park is governed by the Parramatta Park Trust Act 2001 and the Parramatta Park Trust Regulation. I understand that use of Parramatta Park facilities is subject to the terms and conditions of hire. I agree that as a condition of hiring a venue and using the parklands, I must abide by the terms and conditions, Parramatta Park Regulation and any reasonable requests of an authorised officer and failure to comply may result in the cancellation, refusal or alteration of my event at the discretion of Greater Sydney Parklands. I will use the park in accordance with the terms and conditions or any reasonable request from an authorised officer.



OR

I understand that Western Sydney Parklands is governed by the Western Sydney Parklands Act 2006 and the Western Sydney Parklands Regulation. I understand that use of Western Sydney Parklands facilities is subject to the terms and conditions of hire. I agree that as a condition of hiring a venue and using the parklands, I must abide by the terms and conditions, Western Sydney Parklands Regulation and any reasonable requests of an authorised officer and failure to comply may result in the cancellation, refusal or alteration of my event at the discretion of Greater Sydney Parklands. I will use the park in accordance with the terms and conditions or any reasonable request from an authorised officer.

Applicant signature*

Type your name in the following box, confirming all details are accurate.

Applicant's signature:	Date:
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Further information

For further information or enquiries about excursions, please contact GSP by:

Western Sydney Parklands

Phone: (02) 9895 7500

Email: bookings@wspt.nsw.gov.au

Parramatta Park

Phone: (02) 9895 7599

Email: bookings@ppt.nsw.gov.au

