

# Public Open Spaces Notification of Event Form



Public open spaces are accessible at all times for anyone wanting to conduct a wide range of activities (eg. birthday parties, school groups, funerals) and are therefore not available for exclusive use. While it is not necessary to book a public open space, notifying the Shire of your activity in advance allows you to be contacted should matters arise that may impact on your activity (eg. scheduled maintenance, interruptions to services, other activities). This form also allows you to submit requests such as vehicle access to a park or access to power.

Name of club / organisation (if applicable): \_\_\_\_\_

Contact person: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Nature of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_ to \_\_\_\_\_

Public Open Space:  Manjin Rec Plaza  Pemberton Memorial Park  
 Coronation Park  Other \_\_\_\_\_

Requests: (eg. vehicle access, after hours access, lighting, power) \_\_\_\_\_

The following conditions are applicable to the use of Shire of Manjimup public open spaces.

1. Public open spaces are public access areas, and therefore exclusive use cannot be granted to any one particular group or individual. You may conduct your activities providing you do not deny or impede access to the general public.
2. There is no charge for the non-exclusive use of a public space however, please ensure the space is left neat and tidy upon vacating the area. The user is responsible for the collection and disposal of litter from the space during and immediately after the activity. If required, cleaning fees can be charged as per the Shire's Fees and Charges.
3. Due care must be taken while using the space. Hirers are not permitted to drive any type of stake into the grounds, unless authorised by the Shire's Manager of Parks & Gardens. Sprinklers must not be covered or driven over. Vehicle access is limited to car parks provided. Vehicles must not be driven on the grounds at any time without prior permission being granted by the Shire.
4. No liquor is to be provided, consumed or sold at this activity, unless an application for consent to consume alcohol has been submitted. This request may be submitted via Form D (CEO Request Form).
5. Should your activity include temporary structures exceeding 6m x 3m, temporary fencing, selling of food and drinks, bouncy castle, animals, or similar activities, please contact the Events Liaison Officer on (08) 9771 7777 who will be able to advise you on your requirements.

I declare the information supplied to be true and accurate, and agree to the conditions of use.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only** Added to calendar:  Confirmation sent:  Keys required: \_\_\_\_\_  Booked Stakeholders notified: \_\_\_\_\_

Conditions: \_\_\_\_\_

Email, post or return completed form to:

PO Box 1 / 37-39 Rose Street, Manjimup WA 6258

T: (08) 9771 7777 F: (08) 9771 7771 E: info@manjimup.wa.gov.au W: www.manjimup.wa.gov.au