

# WELLINGTON AERODROME & RECREATION PARK EVENT APPLICATION AND BOOKING FORM

Please complete this form to host an event at Wellington Aerodrome and Recreation Park.

BUSINESS DETAILS	
Your Name	
Company Name	
ABN	
Company Address <i>Include City, State &amp; Postcode</i>	
Postal Address <i>Include City, State &amp; Postcode</i>	
Contact Number	
Email	

EVENT DETAILS	
Event Name	
Event Owner	
Event Date/s	
Contact Name	
Contact Number	
Contact Email	

ESTIMATED ATTENDANCE			
LGA Residents		No of days	
Day Trippers (Outside LGA)		No of days	
Overnight Visitors (Outside LGA)		No of nights	

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EVENT OWNER OBLIGATIONS		
	ELEMENT	YES/NO
A	Have you attached a Certificate of Currency for \$20M Public Liability or a letter of intent from your insurer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B	Have you attached your Charity Certificate or Certificate of Incorporation? If not, why not?	<input type="checkbox"/> Yes <input type="checkbox"/> No
C	Have you completed a Risk Management Plan for your event incorporating an Emergency Evacuation Procedure and emergency ingress and egress?	<input type="checkbox"/> Yes <input type="checkbox"/> No
D	If a Public Health Order is in place you will be required to submit a safety plan and register your organisation as COVID-19 safe at this link: <a href="https://www.nsw.gov.au/register-your-business-as-covid-safe">https://www.nsw.gov.au/register-your-business-as-covid-safe</a>  Have you attached a safety plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>IMPORTANT: A Risk Management Plan is required to be submitted at least 8 weeks prior to your event. If you do not submit a Risk Management Plan 8 weeks prior to the event, Council reserves the right to cancel your booking.</b></p>		
E	<p>It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner. Council may request a copy of plans as part of its assessment of your application. Conditional approval may be granted subject to the following plans being approved.</p> <p>Please indicate which plans you have in place for your event:</p> <p><input type="checkbox"/> Running sheet including roles and responsibilities</p> <p><input type="checkbox"/> Accessibility Plan</p> <p><input type="checkbox"/> Waste Management Plan</p> <p><input type="checkbox"/> Traffic Management Plan (where applicable)</p>	
F	Will the event be serving or supplying food? Please refer NSW Food Authority Guidelines.	<input type="checkbox"/> Yes <input type="checkbox"/> No
G	If alcohol is being served or supplied, have you or the relevant stallholders received approval or have permits from NSW Police and ILGA?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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H	<p>Are you staging your event on a road, or do you expect that the off road event will have an impact (parking, traffic congestion) on the road network? If so please also complete the Special Event Transport Management Plan located at <a href="https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/support-for-your-event">https://www.dubbo.nsw.gov.au/Community-and-Groups/Events-Hub/support-for-your-event</a></p> <p>Council will not process your application to stage your event if a Special Event Transport Management Plan is not received at the same time as this application form.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p><b>IMPORTANT:</b> please reference the Special Event Transport Management Plan in your Risk Management Plan as Council, Transport for NSW and Police will need to sight to assess what actions you are taking to mitigate risk based on use or impact on the road network.</p>	
I	Will there be amplified sound?	<input type="checkbox"/> Yes <input type="checkbox"/> No
J	Will there be fireworks or pyrotechnic displays?	<input type="checkbox"/> Yes <input type="checkbox"/> No
K	Is there plans to have an amusement ride at your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
L	<p>Will temporary structures be erected for staging?</p> <p>If yes, please indicate the stage size.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
M	<p>Will marquees be erected at the event?</p> <p>If yes, please indicate the total area.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
N	Will you be erecting a banner to promote your event?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TIMING			
Event date			
Start time			
Finish time			
For access to the location, please enter bump in and bump out details below.			
Bump in date		Bump in time	
Bump out date		Bump out time	

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STRUCTURES AND AMENITIES		
Structures	Will you be using pegs that are more than 200mm in length? If so, Council is required to mark underground services (power/water/gas) to avoid risk to persons and property.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Amenities	If you need access to amenities located in the vicinity of your event, please indicate location of amenities.	

BILLING INFORMATION	
Applicant name	
Organisation	
ABN	
Postal address	
Email	
Contact phone	

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## AGREEMENT | TERMS AND CONDITIONS

I have read and agree to the terms and conditions applicable to this booking (refer below)

Name	
Signature	
Date	

### TERMS AND CONDITIONS

1. Booking dates and times are to be strictly adhered to.
2. The activity being conducted is permitted only at the area stated within the application.
3. User Group as identified on this form are responsible for the closing and re-opening of Wellington Aerodrome & Recreational Park.
4. The user group must confirm via phone text message to Dubbo City Regional Airport's Aerodrome Reporting Officer when Wellington Aerodrome & Recreational Park is closed to aircraft for an event and once the airport is re-opened.
5. Wellington Aerodrome & Recreational Park is to be used in the condition which it appears (e.g. mowing and maintenance is not carried out by Dubbo Regional Council but by Dubbo City Car Club).
6. Wellington Aerodrome & Recreational Park is to be left clean and tidy after use (e.g. runway clear of debris, runway free from oil and any contaminants, event litter removed). Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.
7. Wellington Aerodrome & Recreational Park is an alcohol free zone.
8. Council requires the user group to supply their own generator as Wellington Aerodrome & Recreational Park has minimal power available.
9. No unauthorised vehicles are to be driven or parked on the aerodrome runways, aircraft apron area, airside grass or strip areas, or within non-defined vehicle area without written approval from Council.
10. The user group operating at Wellington Aerodrome & Recreational Park are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.
11. Should Wellington Aerodrome & Recreational Park be deemed unsafe, the event should not be conducted and the user group should report to Council immediately on 6801 4000.
12. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
13. The use of glass bottles at Wellington Aerodrome & Recreational Park is prohibited. It is the responsibility of event organisers to ensure this regulation is enforced.
14. Food items must be displayed no less than 750mm above the ground and protected from contamination via coverings, packaging, sneeze guard, etc.
15. Food items transported or stored must be kept no less than 150mm above footpath level and protected from contamination via coverings, packaging, etc.
16. The user group is to administer current NSW Health regulations to their event as required.