

APPLICATION FOR USE OF ARMIDALE MALL COMMUNITY STAGE

Applicant's Information		
Name:		
Company/Organisation:		
Postal Address:		
Email:		Phone:
Details of event		
Describe the event: (Please provide as much detail as possible about the event)		
Dates and Times		
Event commencement date:	Bump in time:	Bump out time:

Booking Fees	
Fees and Charges may apply (multiple bookings made at one time only incur one admin fee)	
Public Event (Non-commercial event and busking) (May require Section 68 approval)	No charge <input type="checkbox"/>
Private Function or Commercial Event (Per day or part day)	\$256.00 <input type="checkbox"/>
Public Liability Insurance	
Do you hold public liability insurance? If so, attach current copy of your certificate In some instances you may be able to be covered by Council's insurer	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use of Electricity (Locked power boxes on stage/Mall lights over stage)	
Key deposit – Refundable – Penalties apply for non-return of key	\$36.00 <input type="checkbox"/>
Charge per day (Private or commercial events only)	\$52.00 <input type="checkbox"/>

Road Closure (If applicable) (will require Traffic Management Application Form and Traffic Committee approval)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Road closure fee – (includes hire of barricades/signage)	Charge varies with requirements
Supply Traffic Control Plan	Charge varies with requirements

**Section 68 Permit (Local Government Act 1993)
(may apply, see below)**

D2 Direct or procure a theatrical, musical or other entertainment for the public (on community land)	Yes <input type="checkbox"/>
D3 Construct a temporary enclosure for the purpose of public entertainment (on community land)	Yes <input type="checkbox"/>
D5 Set up, operate or use a loudspeaker or sound amplifying device (on community land Busking without amplifying devices are exempt)	Yes <input type="checkbox"/>
D6 Deliver a public address or hold a religious service or public meeting (on community land)	Yes <input type="checkbox"/>
Section 68 Fee (if applicable) - Current fees and charges	TBC <input type="checkbox"/>

Declaration

I hereby certify that the information provided is correct and agree to the 'Conditions for Hire'

Name:

Signature:

Date:

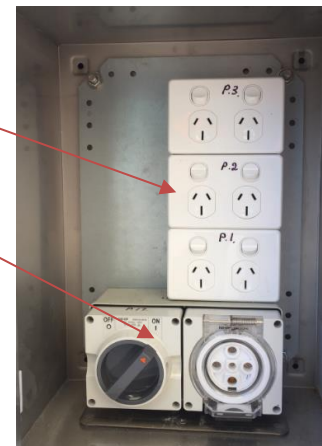
Community Stage Venue details - Armidale Beardy Street Central Mall – 102 Faulkner Street

Stage	Approximately 40 square metres. Brushed and clear coated concrete
Power source	2 locked power boxes. Each power box contains 3 double x 15 amp outlets and 1 x 32 amp 3 phase outlets. The front and rear rafters support 3 x 15 amp weather proof double outlets for lighting. Adjustable intensity LED presentation lighting located on front and rear rafters and around stage perimeter. See photos below
Lighting & sound	Sound amplification, stage lighting and distribution boards must be supplied by the user. The stage has 40mm NB light bars front and rear for hanging stage lighting.
Toilets	Unisex and female toilets are located in Faulkner St outside the old Courthouse.
Disability access	A compliant disability ramp provides stage access
Parking	No loading dock and no dressing rooms. Off street parking temporary only.
Seating	Capacity approx. 200 people. Seating available for hire
SAFETY WARNING	The sound shell will not prevent rain entry under all conditions. In breezy or windy weather the stage surface and access ramp may become wet.

North power box



South power box



Presentation lighting and dimmers

15 Amp single phase outlets

3 Phase outlets

Mall lights above stage
Key Switch on east side of
Mall electrical distribution box
A key is required

Armidale Community Stage – Conditions of Hire

- The Hirer accepts responsibility for the cost of repair of any damages or breakages (Other than normal wear and tear) to any part of the structure, surrounding area or other property of Council, caused through the use of Council's property by the Hirer. The Hirer agrees to pay for the cost of repairs for any damage (chipping, staining, service pit damage, lighting, street furniture, trees etc.)
- The stage and surrounding paved area must be left in a clean and tidy condition.
- Hirers are to observe any reasonable direction of an Authorised Officer of Council. Failure to observe Council directives may result in Council discontinuing the Hirer's use of Council property.
- Vehicles are permitted in the mall for unloading and loading only. Utility pits are not trafficable and must be avoided.
- Prior approval from Council is required for the following activities:
 - The use of a public announcement system.
 - The use of amusement devices (e.g. Merry Go Round, Jumping Castle).
 - The erection of a temporary structure (including a marquee).
 - To deliver public addresses or hold religious services or public meeting.
 - To engage in a trade or business (including the sale of food beverage).
 - For a fee or reward, to play a musical instrument or singing.
- Stage lighting and equipment required for the event must be supplied and erected by the hirer. The use of a scissor lift or elevated work platform requires prior Council approval. Work Health and Safety regulations must be adhered to at all times.
- Events are only permissible between the hours of 8am and 5pm unless prior approval is granted.
- The Hirer is responsible for the safekeeping of the power box keys. Keys must be returned at the conclusion of the event. Charges apply to lost keys (see annual Fees and Charges).
- Refunds will not be given on account of weather events, or other circumstances beyond Council's control.
- The sale of food and alcohol requires prior Council approval and legislative compliance
- Council shall not be liable for loss of or damage to any property or injury sustained or suffered by the Hirer or its invitees, where such loss, damage or injury arises in any way out of the hiring unless due to the negligence of the Council.

Office Use only

Public liability insurance attached (Receipt code A214)
Council's PLI
Fees (Private commercial only) Receipt no. _____ Parks receipt code A209
Section 68
Traffic Management Plan
Intention to hold public assembly

Processing Officer _____ Date _____

Content Manager
