

Community Site Booking



Applicant details:

Organisation name:	
Person responsible:	
Postal address:	
	Postcode:
Contact number:	
Email address:	

Community sites:

Which site would you like to book?
☐ Nicholson Street Stage ☐ Nicholson Street Mall Kiosk ☐ Eagle Point Foreshore Amphitheatre
☐ Approved Raffle Site (please see page 4 for approved sites): _____

Proposed booking dates – bookings are limited to 9 for each group per calendar year:

Date 1: ____/____/____	Date 2: ____/____/____
Date 3: ____/____/____	Date 4: ____/____/____
Date 5: ____/____/____	Date 6: ____/____/____
Date 7: ____/____/____	Date 8: ____/____/____
Date 9: ____/____/____	

Proposed location (for Raffle Site Bookings only):

Location:

Booking details:

What will you be using the site for?

Collection Notice

East Gippsland Shire Council collects information provided by you in this form to consider your application for a community site booking. East Gippsland Shire Council will only disclose your personal contact information to a third-party where required to do so by law. Information shared in this situation will be in accordance with the requirements of the Privacy and Data Protection Act 2014. If incorrect information or details are provided Council will be unable to assist you with this request. For more information on Council's Privacy Policy, please visit Council's [Privacy Statement](#) on our website or email feedback@egipps.vic.gov.au if you have any questions. AUG 26

If you are fundraising, where does the money go?

What are your reasons for having this event?

Insurance details: *(please attach a copy of insurance)*

Insurer name:

Policy number:

Policy expiry date: ____/____/____

Sum insured: (minimum of \$20 million public liability insurance)

I/We agree we have read all the rules for the booking of Community Sites. We will not hold East Gippsland Shire Council responsible for any action, cost, claim, charge, expense or damages which may happen from the use of this booking.

Signature:

Name:

Date: ____/____/____

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Rules

1. The Kiosk is the **only** site to be used for the selling of food.
2. Organisations using the site must have Public Liability insurance to the value of \$20 Million Dollars. You must give Council a copy of the policy at the time of booking.
3. No temporary bookings will be taken over the phone or by another means.
4. Keys can be collected 1 business day before the booking from 273 Main Street Bairnsdale.

Key for the Eagle Point Foreshore Hub Amphitheatre can be collected from the Eagle Point Caravan Park reception between the hours of 9am – 4pm.
5. A confirmation slip must be shown to Community Laws Officers when asked.
6. If selling food - a Notification of Community food selling event must be submitted with Streatrader. Streatrader can be found at <https://streatrader.health.vic.gov.au/>
7. Any Community Booking area must be left clean and tidy.
8. If any damage happens while you are using any Community Site, other than normal wear and tear, you will need to pay for the repairs. You need to report any damage to Council straight away at 273 Main Street Bairnsdale.
9. Raffle tickets are **only** to be sold from approved Raffle Ticket Sites.
10. When using the Stage Area any connecting walkway must be kept clear for pedestrians at all times. If using power cords, you must comply with Occupation Health and Safety regulations.
11. East Gippsland Shire Council can cancel the booking and approval if the information given is not correct.
12. East Gippsland Shire Council limits the number of bookings to 9 for each group per year. Community Sites can only be booked for 3 consecutive days in a row by the same Community Group the only exception to this rule is the RSL Bairnsdale and Legacy. This is to make it fair for all groups.
13. Organisations with raffle prizes above \$5,000 in value must get permission to run the raffle from the Victorian Commission for Gambling Regulation – phone on 1300 182 457.
14. You can only book one Community Site at any one time.
15. Bookings for the next calendar year can be taken from the 1st of July.

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Further Information

When you are using the Mall Kiosk or Stage Area you must follow parking rules. If you do not follow the rules you may get a parking fine.

Public Fundraising is now subject to the *Fundraising Act 1998*. Fundraising Appeal is when a person asks for or gets money or a benefit which is not for profit.

Some groups are free from the *Fundraising Act 1998*. Some examples are registered schools, public hospitals or registered health agencies, trade unions, religious groups, political parties, kindergartens, TAFE colleges and universities and workplace organisations.

If you are not free from the Act you must apply to the Director of Consumer Affairs at least 28 days before the fundraising is done. You can call them on 1300 558 181.

If you have a raffle and the prizes are worth more than \$5000, you must get permission from the Victorian Commission for Gambling Regulations – you can call them on 1300 182 457.

Approved Raffle Sites

Bairnsdale:

Nicholson Street Mall
ANZ Bank Site - Main Street

Lakes Entrance:

Foodworks Site – Myer Street Market Place – The Esplanade

Orbost:

Orbost Bakery Site – Nicholson Street
Old Newsagency Site – Nicholson Street

Office Use Only:	
Application processed by:	
Outlook calendar completed: ☐ Yes ☐ No Customer notified: ☐ Yes ☐ No Date: ____/____/____	
CS Stamp:	IM Stamp:

Contact Council

 **Phone:** 03 5153 9500
 **Email:** feedback@egipps.vic.gov.au
 **Website:** eastgippsland.vic.gov.au
 **Mail:** PO Box 1618, Bairnsdale VIC 3875

Customer Service Centres:

- **Bairnsdale:** 273 Main Street
- **Lakes Entrance:** 18 Mechanics Street
- **Mallacoota:** 70 Maurice Avenue
- **Omeo:** 179 Day Avenue
- **Orbost:** 1 Ruskin Street
- **Paynesville:** 55 Esplanade