

Public liability insurance

Current Insurance – Please provide evidence of a Current Policy or Certificate of Currency to the value of at least \$10 million.

Type of Insurance and Limit of Liability	
Company Name and Policy Number	
Commencement and Expiry Dates	
Insured Activity Description	

Maps provided with application

Yes/ No

Maps are required for events/activities outside recognised recreation area i.e. using fire trials.

Signature of applicant

I agree to the 'Terms and Conditions of Use' and confirm that I shall comply with those Terms and Conditions. On behalf of myself and all those accompanying me, I acknowledge that Territory Venues and Events is not responsible for the actions of any other persons within Stromlo Forest Park and is also not responsible for any occurrence, injury, loss or damage whatsoever that may occur to any person and/or their chattels.	
This event is authorised subject to the standard Terms and Conditions of Use, any other additional special conditions and any information in the application.	
Signature:	
Print name:	Date:

Once complete, please fax to Territory Venues and Events on **02 6253 2085**.
If you require any additional information, please do not hesitate to contact Venue Management at info@stromloforestpark.com.au

Once your application has been reviewed you will receive a phone call to confirm your booking.

Stromlo Forest Park

Battye Street, Bruce ACT 2617
PO Box 666, Jamison ACT 2614
Phone: 02 6256 6700
Fax: 02 6253 2085
www.stromloforestpark.com.au

STROMLO FOREST PARK: Terms and Conditions

Definitions

The 'User' is defined as the applicant who completes and signs this 'Application to Hold an Event or Activity'. Where the User represents an organisation or company, the User is assumed to have authority from the organisation or company to act on its behalf and enter into this agreement. The 'Territory' refers to the Australian Capital Territory Government and its Agencies. 'Venue Manager' refers to the holder of that position within Territory and Municipal Services, or a delegate authorised by the Operations Manager, Territory Venues and Events.

Fees

Fees are charged for some types of events or activities. Please contact the Venue Manager on 6256 6702 for details.

The current fee schedule is at the bottom of this document.

Payment for events and activities with a per-person charge must be made within 14 days of the event. An invoice will be issued once competitor numbers are forwarded to the Venue Manager. Organisers should forward the organization club name, address for invoice, ABN number, date of event, the number of competitors and any additional costs. Also indicate whether an electronic or paper invoice is preferred.

To exclusively book an area, there will be fees associated with that booking. The venue management reserves the right to vary these fees as appropriate. Fees are payable by cheque, credit card or EFTPOS. Cheques are payable to: Stromlo Forest Park, PO BOX 666, JAMISON, ACT 2614 or to pay by Credit Card or EFTPOS please contact the Finance Department, Territory Venues and Events on (02) 6256 6703.

Exclusive Use

If a group has made an exclusive booking of the Stephen Hodge Criterium Cycling Circuit, they are entitled to full and exclusive use of the circuit. Under no circumstances are uninvited users allowed to use or share the circuit without the consent of the organisation who has booked exclusive use.

Legal Compliance

The User must ensure that all persons involved in the event or activity are aware of and abide by laws and regulations governing the area, as shown by local regulatory signage and any site-specific conditions that may be attached to an Approval to Hold an Event.

Damage to Territory Property

The User will be responsible for any damage to Territory property caused by the event or activity. This includes damage to roads, fences, gates, furniture, signs, BBQs, trees, lawn turf or any other property. The User agrees to report any such damage to the Venue Manager as soon as practicable, and to repair or make good the damage or reimburse the Territory for costs incurred in repairing the damage.

Removal of Litter and Wastes

The User will ensure that all litter and rubbish resulting from the event is removed from the site immediately after the event. This includes temporary signage. No bins are provided; waste must be removed and properly disposed of by the User. Temporary toilets may be required as a site-specific condition of approval.

Gates

Gates are to be left as found (open or closed, locked or unlocked), unless otherwise authorised by the Venue Manager Officer. Unlocked gates must be attended unless otherwise authorised.

Public Safety and Insurance

The User will take all reasonable steps to ensure the safety of participants, spectators and members of the general public in the event or activity. In particular, the user will inspect the area immediately prior to use to ensure that it is safe for that use and report to the Territory as soon as possible any hazard detected on that inspection. Organised groups and commercial operators must provide evidence of a current Public Liability Insurance Policy to a value of at least \$10 million, or as determined by the ACT Insurance Authority in conjunction with Territory Venues and Events.

Cancellation or Modification of Approval

The Venue Manager may add conditions or cancel an event or activity at any time if required for safety or other reasons, including the likelihood of damage to Territory property as a result of rainfall, Total Fire Ban or other natural event or conditions. In such cases, the Territory will not be liable for any losses incurred by the User(s), but will refund any fees paid.

The User should, as a matter of courtesy, inform the Venue Manager if an approved event or activity is to be cancelled by the User for any reason. A full refund will be provided for cancellations by the User that are notified to

the Venue Manager at least seven days before the scheduled event date. Cancellations within seven days of the event date may be refunded, at the discretion of the Venue Manager.

Additional Special Conditions

Approval for an event or activity may include site or event-specific conditions as determined by the Venue Manager or representative. In these cases, such specific conditions form part of these Terms and Conditions.

STROMLO FOREST PARK: Schedule of fees for Community Groups as at Nov 07 Professional and commercial use POA

An **Application to Hold an Event or Activity** booking form must be forwarded to Territory Venues and Events prior to any event at Stromlo Forest Park. Tentative phone bookings will be accepted and are preferred to check date availability. Phone 6256 6700

Stephen Hodge Criterium Cycling Circuit

- \$2 per head for a 3 hour period. If a longer period of time is required for an event, the charge will be increased by \$50 per hour.
- Minimum fee for exclusive use is \$50 (Inc GST).
- Minimum number of users allowed for exclusive booking is 25 people.
- An additional cleaning fee may be imposed reflecting additional costs if required.
- Additional fees apply for events outside normal daylight opening hours.
- Start and finish road race on Criterium track \$50 per day. This does not ensure exclusivity between the start and finish period unless specifically requested. An additional charge may be enforced if exclusivity is required.

Robert de Castella Cross country Running Track

- \$2 per head for a 3 hour period. If a longer period of time is required for an event, the charge will be increased by \$50 per hour.
- Minimum fee for exclusive use is \$50 (Inc GST).
- Minimum number of users allowed for exclusive booking is 25 people.
- An additional cleaning fee may be imposed reflecting additional costs if required.
- Repairs costs will be applied for damage as a result of negligence and/or using the track when it is wet resulting in damage.

Mountain Cross / Downhill Course

- \$2 per head for a 3 hour period. If a longer period of time is required for an event, the charge will be increased by \$50 per hour.
- Minimum fee for exclusive use is \$50 (Inc GST).
- Minimum number of users allowed for exclusive booking is 25 people.
- An additional cleaning fee may be imposed reflecting additional costs if required.
- Additional fees apply for events outside normal daylight opening hours. Note: Vehicle access to the start of the downhill course is restricted to ANU opening hours.

Cross Country Cycle and Other Events

- \$2 per head for an event/day.
- Minimum fee for exclusive use is \$50 (Inc GST).
- Minimum number of users allowed for exclusive booking is 25 people.
- An additional cleaning fee may be imposed reflecting additional costs if required.
- Additional fees apply for events outside normal daylight opening hours.

PLEASE TAKE CARE GENERAL WARNING AND EXCLUSION OF LIABILITY

Sporting activities at Stromlo Forest Park maybe dangerous and may result in injury or death to the person and/or property loss and damage. User participating and spectators viewing these activities do so at their own risk.

To the extent permitted by law, the Australian Capital Territory excludes all liability, including but not limited to liability for personal injury, death, property damage, property loss, and consequential loss or damage of any kind arising from the use of and/or entry to Stromlo Forest Park, whether in contract, by negligent act or omission, or any other tortuous action.

STROMLO FOREST PARK CHECKLIST

The checklist below is designed to notify Territory Venues and Events of any special requirements you may be need to ensure your event is a success. In order to utilise any facilities Territory Venues and Events must be notified prior to your event in order to ensure there availability. If you are planning a major event a site meeting is advised.

Note: Some of these requirements will incur additional charges.

Special Requirements

Access to the event control room

- Does your event require use of the event control room?
- Does your event require use of the storeroom?
- Does your event require use of the canteen roller shutter?
- Does your event require the use of the internal PA system?

Note: you will need to be shown how to use the PA system which will require an on site meeting.

Catering

- Would you like us to organise catering?
- Would you like to supply your own catering?
- Is your catering for commercial or fundraising purposes?
- We will not be providing any food or beverages at our event

Use of tables and chairs

- Does your event require the use of any tables and chairs?
Note: that we only have a limited number.

Additional Toilet Facilities – Depending on the size of your event

- Do you think you will need to bring in additional toilet facilities?
Note: Stromlo Forest Park has hosted events with 700 participants without the need to bring in additional facilities.

Waste disposal

- How will you dispose of waste generated on site during your event?

Use of power outlets

- Will your event require access to power outside the event control room?
Note: You will need to discuss power (amp) requirements.

Access to overflow car park

- Will there be a large number of vehicles at your event?
Note: For major events, if there is over approximately 500 vehicles, you will need to provide a traffic marshal.

Risk management Plan

- Does your organisation have a risk management plan.

Note: For minor event, plans may not be required. However, if you do have a risk management plan Territory Venues and Events requires a copy prior to your event being held.

Is Additional Access Required

- Do you require to access to the fire trails?
- Do you require vehicle access to the Criterium Circuit?
- Do you require the gates to the Criterium Track open for road races?

*Usage of Multiple Areas

- Are there any points of your proposed routes that may affect other users?

Note: If your event crosses over major fire trails approval must be sort and appropriate signage must be erected at designated areas.

First Aid

- How will your organisation be providing first aid during your event?

Note: You will need to provide your own first aid officer and supplies.

Traffic Management Plans

- Does your event have a traffic management plan?

Note: If your event is being held on both areas of the park as well as on road we will require a Traffic Management Plan.