

Hawkesbury City Council

366 George Street (PO Box 146) Windsor NSW 2756
Phone: (02) 4560 4444 Facsimile: (02) 4587 7740

DX 8601 WINDSOR
Email: council@hawkesbury.nsw.gov.au



Application for park bookings

Before completing this application, please ensure your chosen park is available on the date and time you require by phoning (02) 4560 4444. Please note PARK BBQ SHELTERS ARE NOT AVAILABLE TO BE BOOKED.

Contact Person	<input type="text"/>		
Name of Organisation	<input type="text"/>		
Postal Address	<input type="text"/>		
Email	<input type="text"/>		
Telephone	<input type="text"/>	Mobile	<input type="text"/>
Type of Event (e.g. Markets, Wedding)	<input type="text"/>		
Name of Park you wish to book	<input type="text"/>		
Date of Event	<input type="text"/>	Event Time	<input type="text"/> am/pm to <input type="text"/> am/pm
No. of people attending the event	<input type="text"/>		
Is this an Exclusive Use Event? (i.e. do you wish to close the whole park/reserve to the general public?)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you require access to electricity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Water <input type="checkbox"/> Toilets
What are your requirements?			
<input type="checkbox"/> Keys Required	<input type="checkbox"/> Car Access	<input type="checkbox"/> Electricity	<input type="checkbox"/> Water <input type="checkbox"/> Bins
<input type="checkbox"/> Stage	<input type="checkbox"/> Other	<input type="text"/>	
Will you be bringing?			
<input type="checkbox"/> Marquee	<input type="checkbox"/> Chairs	<input type="checkbox"/> Jumping Castle	<input type="checkbox"/> Food Vendor <input type="checkbox"/> Alcohol Served
<input type="checkbox"/> Animals (Petting Zoo)	<input type="checkbox"/> Other	<input type="text"/>	

Fees

- Small to Medium events \$68 - up to 200 people
- Large events \$113 - over 200 people
- McQuade Park Weddings Fee: \$113 per hour (maximum of 2 hours - includes booking fee).
- A fee for Electricity per hour, a Refundable Park Damage Bond and/or a Refundable Key Bond may be required, depending on special requirements requested.

Payment

- Cheque or Money Order enclosed for \$
(Note: cheques are only accepted if received no later than 15 days before the event).
- Cash or EFTPOS payment in Person for \$

OFFICE USE ONLY

Date Received	<input type="text"/>	Receipt No.	<input type="text"/>
Entered Into System by	<input type="text"/>	Date	<input type="text"/>
Administration Fee	<input type="text"/>	Job No	Mnemonic: Parks Contribution
Other Fees/Bond (Please Specify)	<input type="text"/>	Job No	Mnemonic: Parks Contribution/ or Sundry Bonds

PAYMENT OPTIONS

By Mail

Send your cheque made payable to Hawkesbury City Council along with this notice to:
PO BOX 146
Windsor NSW 2756

In Person

Present this notice to the cashier at the Council Offices to make your payment by cash, cheque, EFTPOS or credit card (Visa or Mastercard only).

Privacy Notice

Council is bound by the provisions of the Privacy and Personal Information Protection Act 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained and may be available for public access and/or disclosure under various NSW Government legislation.