

ALL COMMUNICATIONS TO BE ADDRESSED TO:

The Properties Officer

P O Box 176

Suva City Council

Phone/Mobile : 3313433 / 9980081



APPLICATION FOR HIRING SCC EVENT PARKS

CLIENT NAME:

ORGANISATION:

CONTACT PERSON: **MOBILE:** **EMAIL:**

EVENT NAME:

DATE (S): **Timing:** Start Time..... End Time.....

VENUE REQUESTED:

FOOD, BEVERAGES AND KAVA WILL BE SERVED: Yes No

ALCOHOLIC BEVERAGE WILL BE SERVED: Yes No

PERMITS ISSUED/SOUGHT FROM OTHER AGENCIES AND STATUS

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DETAIL OF THE EVENT

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DETAIL OF PROGRAM

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DETAIL SET UP / REQUIRMENT FOR EVENT (Fencing, Staging, Marquees, Scaff Holdings, Sound, Lights, Tables, Chairs, etc.)

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OTHER RELEVANT INFORMATION

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FACILITY SET UP -

SOUND SYSTEM..... LIGHTING

STAGING & MARQUEES.....

TERM AND CONDITIONS

- a) Full upfront 100% of the hire fees must be paid 15 days prior to event to the SCC cashier to secure the booking and receipt copy to be emailed to the SCC Events, Communications and properties officer to approve and confirm booking.
- b) Booking form before payment needs to have the signature of approval by the SCC Events, Communications & Properties Officer / CEO.
- c) All fees and charges are subject to regular review.
- d) The hirer and users of Council facilities must abide by the facility specific rules and regulations as provided in writing or verbally by the Council. The Council reserve the right to cancel any event for breach of facility rules and regulations.
- e) Contractions of Stage or heavy applications required on Ground Turf are to be discussed with the SCC Events, Communications & Properties Officer to facilitate sections / positioning that does not affect the ground water sprinkler mechanism.
- f) Hirer must clear all rubbish during and after the event.
- g) Any sale of food and drinks in the Council facility must comply with the requirements of the Food Safety Act 2003.
- h) The Council will not be liable for any accidents, personal damage or loss sustained by the facility hirer or its attendees/users before, during and after the event.

1) **DECLARATION**

I

Hereby declare that I have read and understood the above terms and conditions and I will abide by the above terms and conditions of the use of the Council facilities.

SIGNED **DATE**.....

WITNESS

FULL NAMESIGNED.....DATE.....

VERIFIED BY:

SIGNED**DATE**.....

Events, Communications / Properties Officer
CEO Department

APPROVED BY:

SIGNED**DATE**.....

ACEO