



City of **HOBART**

PARKS AND CITY AMENITY DIVISION GENERAL BOOKING INFORMATION

The following information has been provided to assist you with the booking process and answering any frequently asked questions. Completing the booking form will also assist you in identifying the City of Hobart's requirements to stage your event.

Tentative Bookings

Tentative bookings will be held for 14 days only. If a request for an extension is not forthcoming, the booking may be cancelled without notice and the date given to another interested party. Bookings submitted within 14 days prior to the event may not be accepted.

Bonds

In addition to the booking fees, you are also required to pay a bond. This is held for the duration of the event and is refunded upon a satisfactory inspection of the site after the event. This also covers unreturned, lost or damaged keys. Information regarding the refund of bonds is available on page 2.

Booking Deposit

If your booking is for a wedding or commercial event, then a \$50 deposit is required upon lodgement of the booking form. This deposit is not an additional fee. It will be deducted from the Booking Fee.

Serving or Selling Alcohol at Events

If you wish to serve alcohol at your event, you will need to apply for a Liquor Permit from the City of Hobart.

If you wish to serve and sell alcohol at your event, you will need to apply for a Liquor Permit from the City of Hobart and also seek approval from the Commissioner of Licensing (Licensing Board of Tasmania).

The Director of the Parks and City Amenity Division will consider all applications for a Liquor Permit and the applicant will be notified of the decision.

What are the steps to gain booking approval?

1. Complete and submit the Parks and Reserves Application Form, including the signed declaration on the last page. Completing the booking form will also assist you in identifying the City of Hobart's requirements to stage your event. If your booking is for a wedding or commercial event, then a \$50 deposit is required upon lodgement of the form.
2. An Administrative Officer in the Parks and City Amenity Division will respond to your application. This will be by way of a booking confirmation letter. If further information or clarification is required, you will be contacted by telephone or email.
3. An invoice is issued only if your event date is more than a month from when the application form was lodged. Payment of the relevant fees is to be made in full prior to the event.

4. If other permits are required for your event, you will need to contact the relevant section of the City of Hobart. This is explained further throughout the application form.

How do I lodge the form?

Forms can be lodged and payment of deposit made in person at the Hobart Council Centre, Corner Davey and Elizabeth Streets, Hobart; or by mail to Administrative Officer, Parks and City Amenity, City of Hobart, GPO Box 503, Hobart, TAS, 7001; or faxed to (03) 6236 9365.

What happens after the event?

An inspection of the park or reserve is undertaken by the City of Hobart Officers.

If all keys have been returned, the park or reserve is tidy and no damage resulting from your activities during the event is found, the bond is refunded by cheque. It may take up to 3 weeks for the cheque to be posted. Unfortunately, the City of Hobart is unable to make refunds directly to credit/debit cards.

What happens if I need to cancel my booking?

Booking cancellations are required in writing (emails are accepted). For any cancellations received a minimum of 7 days prior to the event, the relevant fees will be refunded.

HIRER'S BOOKING CHECKLIST

Please use the following checklist to ensure you have provided and completed the necessary documentation required by the City of Hobart's Parks and City Amenity Division to process your application:

- Have you contacted the Parks and City Amenity Division to check dates and availability, and made a tentative booking?
- Have you completed all sections of the Parks and City Amenity Division Application Form?
- Have you signed the terms and conditions declaration on the final page of the Parks and Reserves Application Form?
- Have you completed the appropriate liquor permit application form (if applicable)?
- Have you included payment of the \$50 deposit (if applicable)?
This only applies to bookings for weddings and commercial bookings.
- Have you noted any other relevant divisions of the City of Hobart that you may need to contact to discuss your booking?

If you require assistance to complete your application forms, please contact an Administrative Officer in the Parks and City Amenity Division on 6238 2886.