

# Cenotaph booking application



City of HOBART

## When to use this form

Use this form if you would like to book the Cenotaph.

The Cenotaph is available to hire for memorial and commemoration events only. If you would like to book this space for another use please contact us on 6238 2886 or email [parks@hobartcity.com.au](mailto:parks@hobartcity.com.au) to discuss if this may be possible.

All bookings are subject to approval and confirmation. Please note that other conditions in addition to those outlined on this application may apply depending on the nature of your event.

For more information visit our [website](#) or contact 6238 2711.

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## Applicant details

Contact person first name Required

Contact person last name Required

Organisation or business name Required

Email address Required

Telephone number Required

## Address

Unit/street number Required

Street name Required

Suburb Required

State/Territory (Select 1 option) Required

- Tasmania
- Victoria
- New South Wales
- South Australia
- Queensland
- Northern Territory
- ACT
- WA

Postcode Required

Is this your postal address? (Select 1 option) Required

- yes
- no

Complete this field if you selected 'no' in *Applicant details: Is this your postal address?*

**Postal address** Required

**Preferred contact method (Select 1 option)** Required

- email
- telephone
- Australia Post

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## Booking details

**Do you need to book more than 1 day? (Select 1 option)** Required

- yes
- no

Complete this field if you selected 'no' in *Booking details: Do you need to book more than 1 day?*

**Date of event** Required

(submitting online? Use the calendar icon on the right to select the date)

D	D	M	M	Y	Y	Y	Y
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Complete this field if you selected 'no' in *Booking details: Do you need to book more than 1 day?*

**Start time (please include time needed for set up)** Required

Complete this field if you selected 'no' in *Booking details: Do you need to book more than 1 day?*

**Finish time (please include time needed for pack down)** Required

The information in the field below applies if you selected 'yes' in *Booking details: Do you need to book more than 1 day?*

Please complete the [2022](#) and/or [2023](#) booking calendar with required dates and times.

Complete this field if you selected 'yes' in *Booking details: Do you need to book more than 1 day?*

**Attach booking calendar** Required



Please attach all files to the end of this form before submitting it.

**Type of event or activity being held (please provide full details)** Required

**Approximate number of people attending** Required

**Is this a charity event? (Select 1 option)** Required

yes

no

Complete this field if you selected 'yes' in *Booking details: Is this a charity event?*

**Please provide details** Required

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## Event questions

**Do you need chairs? Up to 90 can be provided. (Select 1 option)** Required

- yes
- no

Complete this field if you selected 'yes' in *Event questions: Do you need chairs? Up to 90 can be provided.*

**How many chairs do you need?** Required

**Do you need the disabled access ramp and safety rail? (Select 1 option)** Required

- yes
- no

**Do you need flag poles with ropes attached? (Select 1 option)** Required

- yes
- no

**Do you need Australian flags with ropes attached? (Select 1 option)** Required

- yes
- no

Complete this field if you selected 'yes' in *Event questions: Do you need Australian flags with ropes attached?*

**How many flags do you need?** Required

**Do you need any flags on the Cenotaph monument? (Select 1 option)** Required

- yes
- no

Complete this field if you selected 'yes' in *Event questions: Do you need any flags on the Cenotaph monument?*

**How many do you need?** Required

**Do you need a lectern? (Select 1 option)** Required

- yes  
 no

**Do you need the barriers and gates unlocked? (Select 1 option)** Required

- yes  
 no

**Do you need access to power? (Select 1 option)** Required

- yes  
 no

**Do you need to use the PA system? (Select 1 option)** Required

- yes  
 no

**Do you need vehicle access? (Select 1 option)** Required

- yes  
 no

Complete this field if you selected 'yes' in *Event questions: Do you need vehicle access?*

**Why do you need vehicle access?** Required

Do you have any other requirements?

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## Conditions of hire

## GENERAL

- The Hobart Cenotaph is available to hire for memorial and commemoration events only. Other events may be approved at the discretion of the Director City Life and/or Council.
- While this booking ensures that no other event is booked through the City of Hobart for any one location and time, the hirer understands that the City of Hobart cannot prevent the public from accessing a park/reserve as these areas are deemed public spaces.
- Tentative bookings may be accepted, and will be held for a period of 14 days. The hirer is responsible for contacting the City if an extension to this period is required, otherwise the booking will be cancelled.
- All bookings are subject to approval and the City reserves the right to refuse bookings.
- All bookings are subject to cancellation by the City, if in their opinion the venue is unfit for use.
- All bookings are subject to cancellation by the Director City Life, or his/her representative, where wildfire or extreme conditions may pose a threat to users or for any other reason deemed necessary.
- Bookings are not approved until the hirer has received the confirmation letter. Hirers may be required to present the confirmation letter at the venue.
- Additional special conditions may apply to any approval. These special conditions will be supplied in the confirmation letter.
- Hiring of the venue is subject to all relevant By-Laws of the City of Hobart and/or any other governing legislation.
- All directions issued by authorised City Officers or members of Tasmania Police are to be followed at all times.
- Any authorised Officer of the City shall at all times be entitled to free access to the facility on official City business.
- Emergency access is to be maintained at the venue at all times.
- Pedestrian access by the public must be maintained at all times to all areas of parks and reserves.
- A Temporary Place of Public Assembly Licence may be required for your event, please phone 6238 2711 for further details.

## INDEMNITY

- If a booking is approved by the Council then the applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following:
  - a. any breach or failure to comply with the conditions of the booking by the applicant and/or the applicant's employees, agents, contractors or invitees;
  - b. any unlawful, wilful or negligent act or omission of the applicant and/or the applicant's employees, contractors, agents or invitees;
  - c. any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the applicant, whether in the application, the booking or otherwise.
- By making an application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a booking is approved.
- This agreement to indemnify does not merge on the expiry or cancellation of the booking, and the applicant will remain bound by the indemnity after the booking has expired or has been cancelled.
- The hirer is responsible for the work health and safety of any and all contractors and subcontractors they may engage on site as part of the event.

## USE OF THE VENUE

- In accordance with the City of Hobart's smoking policy, there is to be no smoking within 10 metres of any playground in any park or reserve.
- The entry of any vehicles and horse-drawn carriages into any City parks or gardens may be allowed. This must be requested as part of the booking.
- All fixtures or other items brought into the venue are to be removed immediately after completion of the event.
- Any electrical equipment must be tagged and tested by a qualified electrician prior to use. Costs associated with callouts or repairs as a result of this condition not being adhered to will be invoiced to the hirer.
- No confetti, rice, streamers or similar materials are permitted in the venue and are not to be thrown.
- Hirer must ensure that all litter and waste generated by the function is removed from the venue at the conclusion of the function. The venue is to be cleaned by the hirer. A charge will be raised for any cleaning or waste removal, either requested or required, undertaken by the City.
- The City will undertake inspections to ensure a venue has been left clean and tidy. An additional charge will be incurred by the hirer if Council undertakes additional cleaning or waste removal as a result of non-compliance.
- The hirer will be responsible for any damage to any City property, whether caused by the hirer or any other person or persons associated with the function. Should this occur, the City may raise an invoice for any costs.
- Dogs are prohibited at the Hobart Cenotaph. Service dogs are permitted.
- Noise is to be controlled by the hirer so that the noise level does not disturb the general public. Separate approval will be required for the use of amplifiers, and all amplified music must cease by 10pm.

## MARQUEES, SIGNS AND BANNERS

- Any signs or banners must have prior approval from the City, including their location at the venue.
  - Tents, signs or other structures must not be erected without the prior approval of the City. Most areas have underground irrigation services, which can easily be damaged unless the location of such services is known.
  - All marquees are to be secured using weights. The use of stakes is not permitted. Applicants can apply for special approval to use stakes which will be reviewed and granted at the City's discretion.
  - Please note that underground power and other public services may be located within the park. To obtain locations of such services, hirers should contact the 'Dial before You Dig' hotline.
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# Indemnity

I hereby agree to indemnify the Hobart City Council against claims or costs that may be made against the Council either by members of the public or persons participating in the event who suffer personal injury, damage or financial loss by reason of attending the event.

## In making this application: (Select at least 4 options)

- I declare that the information I have provided is true and correct. Required
- I have read and agree to comply with the conditions of hire associated with my booking. Required
- I am duly authorised to sign on behalf of the organisation named as the applicant. Required
- I agree that by typing my name below I have signed this application. Required

Name of signatory Required

Date Required

(submitting online? Use the calendar icon on the right to select the date)

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For information on how Council manages, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](#).

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*End of form*

*Don't forget to attach all files before submitting this form*