

# East Gippsland Shire Council

273 Main Street (PO Box 1618)  
Bairnsdale Vic 3875  
Website [www.eastgippsland.vic.gov.au](http://www.eastgippsland.vic.gov.au)  
Email [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)  
Follow us on Twitter @egsc



Telephone: (03) 5153 9500  
Fax: (03) 5153 9576  
National Relay Service: 133 677  
Residents' Information Line: 1300 555 886  
ABN: 81 957 967 765

## Application for Community Site Booking

### Applicant

Organisation name:						
Person responsible:						
Postal address:			Postcode			
Phone number: Home:		Work:		Mobile:		
Email address:			Fax:			

### Community Site

Which site would you like to book? <input type="checkbox"/> Nicholson Street Stage <input type="checkbox"/> Nicholson Street Mall Kiosk <input type="checkbox"/> Approved Raffle Site (please see page 4 for approved sites): _____
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**Proposed Booking Dates – East Gippsland Shire Council limits the number of bookings to 9 for each group per calendar year**

Date 1: _____/_____/_____	Date 2: _____/_____/_____
Date 3: _____/_____/_____	Date 4: _____/_____/_____
Date 5: _____/_____/_____	Date 6: _____/_____/_____
Date 7: _____/_____/_____	Date 8: _____/_____/_____
Date 9: _____/_____/_____	

### Proposed Location (for Raffle Site Bookings only)

Location:
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### Booking Details

What will you be using the site for? _____ _____ _____ _____ _____ _____
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#### Privacy Statement

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When information is given out, Council will always try to make sure your privacy is protected in line with the *Privacy and Data Protection Act 2014*. You may ask for more information about Council's Privacy Policy by contacting our Information Privacy Officer on 03 5153 9500 or e-mail [feedback@egipps.vic.gov.au](mailto:feedback@egipps.vic.gov.au)

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If you are fundraising, where does the money go? \_\_\_\_\_

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What are your reasons for having this event? \_\_\_\_\_

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Insurance: Please attach a copy of insurance or give information below –

Insurer name: \_\_\_\_\_

Policy number: \_\_\_\_\_ Policy expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Sum insured: (minimum \$20 million public liability insurance)

I/We agree we have read all the rules for the booking of Community Sites. We will not hold East Gippsland Shire Council responsible for any action, cost, claim, charge, expense or damages which may happen from the use of this booking.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Office Use Only:

Application processed by: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Outlook Calender completed:  Yes  No Customer Notified:  Yes  No Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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## Rules for the Booking of Community Sites

1. The Kiosk is the **only** site to be used for the selling of food.
2. Organisations using the site must have Public Liability insurance to the value of \$20 million dollars. You must give Council a copy of the policy at the time of booking.
3. Bookings will not be taken over the phone.
4. Keys can be collected on the last business day before the booking.
5. A confirmation slip must be shown to Community Laws Officers when asked.
6. All Food Vendors must be registered on Streetrader and lodge a Statement of Trade 5-10 days prior to the booking.
7. Any Community Booking area must be left clean and tidy.
8. If any damage happens while you are using any Community Site, other than normal wear and tear, you will need to pay for the repairs. You need to report any damage to Council straight away at 273 Main Street Bairnsdale.
9. Raffle tickets are **only** to be sold from approved Raffle Ticket Sites.
10. When using the Stage Area any connecting walkway must be kept clear for pedestrians at all times. If using power cords, you must comply with Occupation Health and Safety regulations.
11. East Gippsland Shire Council can cancel the booking and approval if the information given is not correct.
12. East Gippsland Shire Council limits the number of bookings to 9 for each group per year. This is to make it fair for all groups.
13. Organisations with raffle prizes above \$5,000 in value must get permission to run the raffle from the Victorian Commission for Gambling Regulation – phone on 1300 182 457.
14. You can only book one Community Site at any one time.

## Further Information

When you are using the Mall, Kiosk or Stage Area you must follow parking rules. If you do not follow the rules you may get a parking fine.

Public Fundraising is now subject to the *Fundraising Act 1998*. Fundraising Appeal is when a person asks for or gets money or a benefit which is not for profit.

Some groups are free from the *Fundraising Act 1998*. Some examples are registered schools, public hospitals or registered health agencies, trade unions, religious groups, political parties, kindergartens, tafe colleges and universities and workplace organisations.

If you are not free from the Act you must apply to the Director of Consumer Affairs at least 28 days before the fundraising is done. You can call them on 1300 558 181.

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If you have a raffle and the prizes are worth more than \$5000, you must get permission from the Victorian Commission for Gambling Regulations – you can call them on 1300 182 457.

## Approved Raffle Sites

### Bairnsdale:

Nicholson Street Mall, outside of Safeway  
ANZ Bank Site - Main Street

### Lakes Entrance:

Foodworks Site – Myer Street  
Market Place Site – The Esplanade

### Orbost:

Orbost Bakery Site – Nicholson Street  
Old Newsagency Site – Nicholson Street

### Submitting your Application:

<b>Mail</b>	Post the signed, completed form together with any applicable fees or copies of any documentation to; PO Box 1618 BAIRNSDALE VIC 3875.	
<b>Electronic</b>	Fax to 03 5153 9576 Email to <a href="mailto:feedback@egipps.vic.gov.au">feedback@egipps.vic.gov.au</a>	
<b>In Person</b>	Bring the completed form and supporting documents to any of the following locations;	
	Service Centre Opening Hours: 8:30am to 5:00pm. Monday to Friday.	Bairnsdale Corporate Centre: 273 Main Street. Lakes Entrance Service Centre: 18 Mechanics Street. Omeo Service Centre: 179 Day Avenue. Orbost Service Centre: 1 Ruskin Street. Paynesville Service Centre: 55 The Esplanade.
	Mallacoota Service Centre Opening Hours: Monday and Tuesday 10.00am to 2.00pm Wednesday, Thursday, Friday 2.00pm to 5.00pm	Mallacoota Service Centre: 70 Maurice Avenue

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