

Chatswood Activity Bookings – Conditions of Hire

Application

The following conditions apply to all Chatswood Activity Bookings.

If the application is approved and the relevant fee has been paid, the issued completion email must be carried at all times, to be shown on demand to the Rangers or staff of Willoughby City Council (WCC).

To be granted a permit, applicants must agree to comply with the following conditions:

- Permit holders must not interfere with pedestrians, businesses, traffic or cause obstruction to trader, delivery or emergency vehicles.
- Permit holders must comply with directions issued by members of the NSW Police Force and/or authorised WCC officers.
- Permit holders conducting fundraising or busking activities may receive voluntary donations but may not solicit funds unless they are authorised by WCC.
- WCC officers may ask permit holders to cease their activities without refund if they consider the activity is causing undue public inconvenience.
- Permits are not transferable.
- Permit holders will not use generators on site at any time.

Fundraising via Promotions Company

- All sponsoring organisations must make an application to Council for charitable collections within the Chatswood District Centre.
- Council will only allow organisations utilising voluntary collectors to carry out charitable collections with the District Centre.
- Collectors are required to wear appropriate identification.

A permit may be revoked by WCC if hirers:

- Are deemed by authorised officers to be creating a nuisance.
- Do not keep their site/activity clean and safe whilst in operation.
- Are found to be causing any undue obstruction to pedestrians, vehicular traffic or entrances to shops, buildings or properties.
- Are interfering in any way with entertainment or activities approved by WCC.

- Are selling or offering for sale any article or commodity without approval.
- Are using dangerous implements or materials.
- Are found to be in any breach of the Conditions of Hire.

Fees

Fees for Willoughby City LGA are set out in the Council's Schedules of Fees and Charges. Payment for activities are to be made in advance through this booking application or at Council's Help and Service Centre located on Level 4, 31 Victor Street, Chatswood. All fees paid are non-refundable. Cancellations will result in the hirer receiving credit for future bookings.

Stalls and Equipment

No person shall set up or use any basket, box, stall, stand or standing vehicle without prior permission from an authorised WCC officer. Details of any proposed structure or equipment must be listed in this application. WCC cannot supply any equipment.

Vehicle Access

No vehicles are permitted onsite without the approval of a WCC officer with the exception of authorised maintenance, emergency or business supply vehicles.

- No vehicles exceeding 10 tonnes are permitted to enter the mall at any time.
- For Chatswood Mall access, permitted vehicles must enter via Victor St and only travel on the path directed by an authorised WCC officer.
- For Spring St access, permitted vehicles must enter via Albert Ave and only travel on the path directed by an authorised WCC officer.
- Vehicles must not exceed the speed limit of 5km/h and have their hazard lights on while driving into position. Care must be taken at all times.
- Vehicles parked in Chatswood Mall or any pedestrian areas may be fined for illegal parking if a permit is not displayed. All road rules and street signs still apply.

Bicycles, Skateboards, Scooters and Rollerblades

The above are prohibited at all times in the Chatswood CBD pedestrian areas.

Dogs

Dogs brought into the Chatswood Mall must be kept on a lead and under the control of a competent person at all times.

Alcohol

Except within areas that are leased by a restaurant or café and licensed under the Liquor Act, the consumption of alcohol within Chatswood CBD is prohibited.

Spruiking and public address systems

No spruikers or public address systems are to be used within Chatswood CBD without the permission of an authorised WCC officer.

Handbills and Advertising

No distribution of handbills or advertising is permitted without permission. Offensive material must not be distributed.

Indemnity

The applicant indemnifies WCC in respect to any claims for injury, loss or damage arising from third parties or the operations of the applicant during the activities subject to this agreement.

Insurance

The applicant must have insurance as follows:

- Public and product liability insurance with a minimum limit of \$10 Million and if food sampling is present, \$20 Million coverage.
- Workers compensation insurance where required by law.