



Request for an Organised Function at Lake Pertobe Reserve

Council is collecting the information on this form so that it may consider your application. The information is only used by Council for this purpose and will not be disclosed unless required under law.

THIS FORM MUST BE RETURNED NO LATER THAN 21 DAYS PRIOR TO THE DATE, OTHERWISE PERMISSION MAY BE WITHDRAWN.

Applicant Details

Name _____ Surname _____

Company Name (if applicable) _____

Address of Applicant _____

_____ Post Code _____

Telephone _____ Mobile _____

Facsimile _____ Email _____

Nominated person responsible for group organising event, who will liaise with Warrnambool City Council staff on site?

Event Details

Date required _____ Times required _____

Type of activity _____

Location _____

Other requests _____

User Fees and Charges as adopted in Council's Budget 2018/2019:

Community Events (not for profit)	\$0.00
Small Events (under 200 attendees)	\$250.00 INC GST
Medium Events (between 200 to 500 attendees)	\$500.00 INC GST
Large Events (over 500 attendees)	\$1,000.00 INC GST

Conditions

1. An account may be sent to the applicant to make good any costs incurred by Warrnambool City Council as a result of the function (damage to lawn, paving, services, rubbish removal etc).
2. If portable barbecues are used at the function, then provision must be made to collect and remove from the site any fat or fat runoff, and to stop any fat from reaching and killing grass areas. Ground protection sheets must be used under and around barbecues.
3. If any temporary structures are being erected, the applicant is to provide Siting Approval for Temporary Structures from the Council Building Practitioners.
4. This form must be returned to Warrnambool City Council, 25 Liebig Street (PO Box 198) Warrnambool 3280, facsimile 5559 4900 or email wbool_city@warrnambool.vic.gov.au **no later than 21 days prior to the date required**, otherwise permission may be withdrawn.
5. Council reserves the right to withdraw or amend the permission granted at any time due to unforeseen circumstances.
6. By completing this form and returning it to Council, does not give the applicant exclusive rights to a particular site at Lake Pertobe for a specific function. Lake Pertobe is classified public open space and is available to the public at all times.
7. **The consumption of alcohol is only permitted between 11am - 2pm and 4pm - 10pm daily** at the Lake Pertobe Reserve (including BBQ areas on south side of Pertobe Road). Written applications for an exemption under this Local Law will be considered by Council.
8. It is a requirement / condition of use on any Council Owned / Managed Public Open Space that the applicant ensures all users, stallholders, food providers, have marquees/gazebos/structures/banners secured by above ground weights (ie, sand bags, water containers, concrete blocks) **no pegs are to be used to ensure no damage to underground services** (Irrigation system, power, water, sewer, communications, and stormwater)