

OFFICE USE ONLY

Reference:
Issue Date:

NB: Warrnambool City Council has purchased a portable accessible toilet to facilitate the participation and inclusion of people with a disability in community events. Users must be not-for-profit organisations holding community events in the municipalities of Warrnambool City Council, Corangamite Shire and Moyne Shire.

PORTABLE ACCESSIBLE TOILET (HEREINAFTER CALLED "THE FACILITY")
BOOKING APPLICATION FORM

DETAILS OF USER

User's Name:		
Contact Name:		
Postal Address:		
Phone - Business:	Private:	Mobile Number:
E-Mail Address:	Website:	Fax:

DETAILS OF PROPOSED USE

Proposed site / venue / location for facility:			
Event title:	Dates of use:	Start time:	Finish time:
Please detail the type of event at which the facility will be used, and/or attach current or previous program material:			
Approximate number of people attending:			

PUBLIC LIABILITY: It is the responsibility of the user to obtain appropriate public liability insurance in accordance with the “Conditions of Use” document attached to this application. No access to the facility will be given to the user until such time as a copy of the Certificate of Currency from an insurance company is provided.

Certificate of Currency attached

I, _____ of _____ (Event/Organisation) as the user of the facility, hereby forever releases, discharges, indemnifies and holds harmless Warrnambool City Council and their servants, agents and employees:

- (a) from all legal liability whatsoever arising from the use of the facility and/or any other person associated with the event and in all activities in connection herewith, due to any cause other than the act, default or negligence of Warrnambool City Council, their servants, agents or employees;
- (b) from any and all loss, damage, expense, claims, demands, actions and causes whatsoever which might be made or instituted or suffered or incurred or sustained by any person or body for injury, loss, damage arising in any manner for the use of the said facility;
- (c) for all loss or damage to any property, building, equipment and and/or materials of the Warrnambool City Council and/or any other persons on or outside the location caused by the user and or any other persons associated with an event due to the use of the said facility.
- (d) from any and all loss, damage, injury or illness, including death, sustained or incurred by the participant and/or any persons associated with an event in any manner from the use of the said facility.

In making this application it is hereby acknowledged that the application details are correct. I have read and am fully aware of the Conditions of Use of the facility and accept that should this application be approved the conditions, indemnities and other authorities and requirements as set out in the Conditions of Use become part of the agreement to use the facility.

Signature: _____ Date: _____

Print Name: _____

VICTORIAN GOVERNMENT INFORMATION PRIVACY ACT 2000

The personal information requested on this form is being collected by Warrnambool City Council for the provision of the hiring of this Council-managed facility. This information will be used solely by Council, for that primary purpose or directly related purposes. If this information is not collected it will impede the processing of your application for use of this facility. The applicant understands that the personal information provided is for the processing of this application for use of a Council facility, and that he/ she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to The Privacy Officer, Warrnambool City Council, PO Box 198, Warrnambool Vic 3280.

For further information contact: Customer Service, Warrnambool City Council, 25 Liebig Street, Warrnambool 3280. Phone: 5559 4800.

WARRNAMBOOL CITY COUNCIL PORTABLE ACCESSIBLE TOILET CONDITIONS OF USE

1. APPLICATION FOR USE

- (a) Application for use of the Portable Accessible Toilet (hereinafter called “**the facility**”) shall be:
- (i) Made on the form approved and supplied by Warrnambool City Council.
 - (ii) Signed by an adult representative officer of the organisation (hereinafter called “**the user**”) requiring the use of the facility;
 - (iii) Lodged at Warrnambool City Council, 25 Liebig Street, Warrnambool or by mail to PO Box 198, Warrnambool 3280 or by email to jsedgley@warrnambool.vic.gov.au or nballard@warrnambool.vic.gov.au
- (b) Prior to approval of the application, a Warrnambool City Council delegate will require the user to supply a detailed program showing what is to be done and take place on the occasion for which the facility is to be booked;
- (c) The application form must be returned to Warrnambool City Council for bookings to be recorded.
- (d) All bookings for the facility will be confirmed in writing.

2. PERMISSION TO USE THE FACILITY

- (a) Permission to use the facility may be granted only by the Manager Active Ageing & Inclusion, or his / her delegate, acting on behalf of Warrnambool City Council.

3. RESPONSIBILITIES OF USER

- (a) The user will be responsible for the collection of the facility from the storage location at the Warrnambool City Council Depot, Scott Street, Warrnambool and will be responsible for its return to this site on the next working day after the hiring of the facility.
- (b) The user shall be responsible for the full observance of these conditions and for the maintenance of the facility throughout the whole duration of the hiring.

- (c) The user shall be responsible for the cleanliness of the facility throughout the whole duration of the period of use.
- (d) The user shall be responsible for the emptying and cleaning the facility both during use at their organised function event and prior to returning to Council's designated facility storage area.
- (e) The user shall bear all costs associated with cleaning and emptying the facility.
- (f) The user shall be responsible for the security of the facility for the duration of the use, that is, from the time that the facility is collected from Council's storage site, until the time that it is returned to this site upon completion of hiring.

4. DAMAGE

- (a) If any damage takes place to the facility or its contents, the assessment of the cost of repair by the Manager Active Ageing & Inclusion or a designated Warrnambool City Council employee shall be taken as final without the right of appeal.
- (b) Such amount shall be shall be paid by the user immediately upon request.

5. CANCELLATIONS

- (a) Cancellations must be notified at least 7 days prior to the date of the commencement of the booking.

6. LIMIT OF USE

- (a) The user shall comply with all Acts, Regulations and Local Laws within the State of Victoria and shall be liable for any breaches of such Acts, Regulations or Local Laws.
- (b) Sub-letting or re-using is not permitted.

7. INSURANCE

- (a) The user must have a Public Liability Insurance Policy of not less than \$10,000,000 (Ten Million Dollars).
- (b) Proof of this policy, in the form of a 'Certificate of Currency' containing the following information must be provided to a Warrnambool City Council Officer at least seven (7) business days prior to the commencement of hiring:
 - (i) Level of Cover
 - (ii) Period of Cover
 - (iii) Any Exclusion Clauses

8. INDEMNITY

The user agrees to indemnify and keep indemnified and to hold harmless Warrnambool City Council, its servants and agents and each of them for and against all action, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against it by any of them arising out of or in any way related to the granting of this booking and/or use of the facility.

Please retain a copy of the Conditions of Use for your records.

These Conditions of Use have been set to assist the preservation and community enjoyment of this facility provided by Warrnambool City Council. If you have any queries in relation to these Conditions of Use, please contact:

The Rural Access Program
Warrnambool City Council
Archie Graham Centre
Timor Street
Warrnambool

Postal address: PO Box 198, Warrnambool, Victoria 3280
Phone: (03) 555 94 800
Email: jsedgley@warrnambool.vic.gov.au or
nballard@warrnambool.vic.gov.au