**Casual Hire of Sports Grounds and Recreation Reserves**

Council is collecting the information 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.

APPLICANT DETAILS

|  |  |
| --- | --- |
| **Applicant Name:** | Applicant Name |
| **Organisation:** | Organisation |
| **Postal Address:** | Postal Address |
| **Mobile:** | Mobile Number |
| **Email:** | Email Address |

**EVENT DETAILS**

|  |  |
| --- | --- |
| **Event Name:** | Event Name |
| **Event Day Contact:** | Event Day Contact Name |
| **Mobile:** | Mobile Number |
| **Booking Usage:** | Select Primary Use |

**BOOKING DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESERVE NAME**  *Select the required reserve from the drop down box* | **FACILITIES REQUIRED**  *Select the required facilities from the drop down box* | **EVENT DATE/S**  *Select the required date/s from the drop down box* | **EVENT TIME/S**  *Select the required time/s from the drop down box* |
| Select Reserve Name | Choose an item.,  Choose an item.,  Choose an item.,  Choose an item.. | Click here to enter a date.  Click here to enter a date.  Click here to enter a date. | **Start**: Choose a time  **Finish**: Choose a time |
| Select Reserve Name | Choose an item.,  Choose an item.,  Choose an item.,  Choose an item.. | Click here to enter a date.  Click here to enter a date.  Click here to enter a date. | **Start**: Choose an item.  **Finish**: Choose a time |
| Select Reserve Name | Choose an item.,  Choose an item.,  Choose an item.,  Choose an item.. | Click here to enter a date.  Click here to enter a date.  Click here to enter a date. | **Start**: Choose an item.  **Finish**: Choose a time |

**ADDITIONAL REQUIREMENTS**

**Please indicate all additional booking requirements, which may be subject to additional hire charges.**

|  |  |  |  |
| --- | --- | --- | --- |
| Do you require access to the reserve canteen facilities? |  | Are you setting up additional facilities/equipment? eg: spectator marquees, jumping castles. |  |
| Do you require access to the reserve change rooms? |  | Do you require the oval to be line marked? |  |

**CONFIRMATION**

**The applicant agrees to abide by the conditions outlined in the Conditions of Occupancy information.**

|  |  |
| --- | --- |
| **Applicants Name:** | Applicant Name |
| **Date:** | Click here to enter a date. |

**Please forward to the Recreation Unit at Warrnambool City Council with a copy of your Public Liability Insurance Certificate of Currency. A confirmation letter will be forwarded upon completion of the application process detailing any costs of hire. Council will issue an account for payment following the completion of the hire.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Council Officer:** | **Date:** | **Booking No:** | **Fee:** |
| **Applicant Notified (date):** | | **User Group Notified (date):** | |
| **Additional Cleaning Arranged: YES / NO** | | **Local Laws Action Required: YES / NO** | |

**CONDITIONS OF OCCUPANCY OF SPORTS GROUNDS AND RECREATION RESERVES ON A**

**CASUAL BASIS**

**DEFINITIONS**

|  |  |
| --- | --- |
| **Council** | The Warrnambool City Council. |
| **Reserve** | Any Council owned, controlled or operated recreation facility or sports ground. |
| **Fee** | The fee or charge made by Council from time to time for the use of a Council Reserve. |
| **Hirer** | The purpose of this permit, shall mean the club, school, institution, society, team or other body or individual to whom permission to use the facility set out in the permit has been granted by the Council. |
| **Responsible officer** | The Council Officer delegated with responsibility for the hire process. |

**CONDITIONS:**

**1.** The Hirer agrees to hire from the Council the premises on the date and times specified and on the conditions set out in this document.

**2. THE HIRER:**

1. (a) must book the reserve by submitting the relevant application form **at least 14 days prior** to the date of the nominated event;
2. (b) must comply will all Local Laws, Liquor Control Act, Food Act, Health Act, Public Buildings Regulations or any regulations for the care, protection and management of the facility hired;
3. (c) must not use the premises or allow the premises to be used for any inappropriate activities or any illegal purpose;
4. (d) must not attach anything to the premises which will mark or damage the premises, and not cause or permit any damage or excessive wear and tear to the premises. Any such damage or excessive wear and tear which has occurred during the period of the hire which has not been repaired to the Council’s satisfaction by the hirer will be repaired by the Council and the full costs incurred charged to the Hirer;
5. (e) must advise Council of the type of activity to be conducted, expected crowd numbers and any other special conditions applying;
6. (f) must obtain a permit for the **sale or consumption of alcohol** on the premises under the Liquor Control Reform Act (refer [www.justice.vic.gov.au](http://www.justice.vic.gov.au) application for a temporary limited license);
7. (g) is responsible for ensuring that the grounds, spectator areas, car parks, change rooms and all other areas occupied by the Hirer and spectators are left neat and tidy immediately following use of the facility. Should these facilities not be left to Council’s satisfaction, the hirer shall be charged the full costs of any cleaning required;
8. (h) in the case of damage or loss, the responsible officer must be informed as soon as possible but not later than midday on the next working day following the event;
9. (i) must not mark the sports ground surface without the prior approval of Council;
10. (j) must ensure the nominated Event Day Contact Person is at the premises at all times during the hire period, or while other people are within the facility or the facility is open;
11. (k) must ensure that all people coming within the premises during the term of the hire conduct themselves in an orderly manner and comply with the conditions of hire, including Council’s No Smoking Policy within buildings;
12. (l) must provide a proper number of competent attendants and supervisors to ensure efficient supervision and safety of people within the reserve and associated facilities, as well as the preservation of order during the hire period;
13. (m) provide sitting approval from the Building Services Unit for any temporary structures proposed to be erected;

(n) must arrange and supply goal post padding and netting;

(o) must discuss with Council additional cleaning requirements.

**3. The Council may**:

1. (a) decide whether play shall take place in the event of unfavorable weather;
2. (b) enter the facility at any time during the hire period for any purposes;
3. (c) terminate the license at any time by notice in writing to the Hirer;
4. (d) impose any additional conditions for the use of the premises or conduct;
5. (e) hire any part of the facility not affected by the hire agreement to other users;
6. (f) recover any costs incurred as a result of the event/activity.

**4. INSURANCE:**

The Hirer shall at all time during the period of hire, be the holder of a current Public Liability Policy of Insurance in the name of the Hirer, which provides coverage for a minimum of $20 million. The Public Liability Policy shall cover such risks, and be subject only to such conditions and exclusions as approved by Council. Proof of this Public Liability Policy shall be by way of Certificate of Currency, which must be attached to this application, and which will form part of the agreement. Government Schools are not required to provide a copy of this document.

The Hirer acknowledges that they have their own Risk Management Policy/Plan and that this must be produced on request from Council.

**5. INDEMNITY**

*This Indemnity Clause will not apply to organisations insured by Victorian Managed Insurance Authority.*

The Hirer agrees to indemnify and keep indemnified the Council and its agents from and against all actions, costs, claims, charges, expenses, penalties, demands and damages, which may be claimed against it as a result of the Hirer's performance or purported performance of its obligations under this agreement, and which directly relate to the negligent acts, errors or omissions of the Hirer.

The Hirer's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council or its agents contributed to the loss or liability.

**6. GENERAL**

1. (a) Applications for hiring of Council properties will not be considered where any ground rental or charge remains unpaid from a previous hiring or the conditions of occupancy have not been adhered to.
2. (b) It is the responsibility of the hirer to ensure that bookings are confirmed.
3. (c) Other than for inclement weather, seven days notice shall be given to the responsible officer in the case of cancellation. Cancellations may be negotiated with the Council.
4. (d) After hours emergency calls must be directed to Council on 1300 00 3280.