Application Form

Please note that this form is not to be used for bookings of the Casey Fields Regional Athletics Centre

Contact Information

Recreation Reserve

Casual Hire

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| Organisation: |
| Postal address:  Postcode: |
| Contact name: |
| Position: |
| Phone: (BH) Mobile: |
| Email: |
| Purpose of Booking: |

Due to some Recreation Reserves being unavailable for casual hire, please nominate the number and type of sportsground/s required and the general location desired. Your application will be processed and where available, a suitable venue will be offered

Please Note: Due to the preparation of sports grounds for weekend competition, sports grounds for Cricket, Australian Rules football and Soccer will not be available on Thursdays and Fridays. All other grass playing surfaces e.g. Baseball and Softball have limited availability on Thursdays and Fridays.

Booking Required

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| **Sportsground** | **Area/Suburb** | **Date/s** | **Times** |
| Eg. 2x cricket grounds | Cranbourne | 6-7 November | 9am – 12pm |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Do you require: [ ]  Pavilion/Change Rooms [ ]  Toilet Facilities  |

Insurance

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| It is a requirement of Council that all organisations are Incorporated and have *Public Liability Insurance*. Please provide the following details for your *Public Liability Insurance* and **enclose a copy with this application.** |
| Insurance company: Expiry date: |
| Policy number: Amount: |

Please note that your booking is not confirmed until you receive written confirmation from the Sport and Leisure Department

Agreement

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| As a delegate of the organisation listed above, I acknowledge that I have read and agree to abide by the Conditions of Use for School Hire and undertake to comply with all respects of such conditions should this application be successful. |
| Name: Position: |
| Signed: Date: |
| It is your responsibility to ensure all other relevant permits or permission including Planning, Health and Local Laws are obtained if required prior to the commencement of any use.**Privacy Statement**Your personal information will be handled in accordance with the *Privacy and Data Protection Act 2014* and used for the specified purpose. You can access your personal information by contacting Council’s Privacy Officer on 9705 5200. |

Conditions of Use for Casual Hire

1. The Hirer agrees to indemnify and to keep indemnified, the Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Hirers performance or purported performance of its obligations under this Agreement and be directly related to the negligent acts, errors or omission of the Hirer.
2. The Hirers liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants or agents, contributed to the loss or liability.
3. The hirer has appropriate public liability insurance (copy of certificate of currency to be attached) and is responsible for any damage to Council property caused by members of the hiring organisation and/or their associates. If any damages arise from the hiring organisations use of the hiring organisation will pay reinstatement costs of reserve.
4. Council may cancel bookings at short notice due to inclement weather conditions, ground conditions or other matters that may compromise safety or increase risk of damage to the reserve.
5. Casual school bookings are restricted to limited days during the week to allow for scheduled sportsground maintenance as required.
6. The hirer must accept responsibility that the reserve is suitable for the desired activities. Council accepts no responsibility for the condition of the reserve or the associated amenities.
7. The hiring organisation is responsible for cleaning the reserve. The reserve is to be left in a neat and tidy condition at the completion of use and all rubbish is to be removed from the reserve at the cost of the hiring organisation.
8. If Council is required to remove any rubbish left behind as a result of hire, the hirer will be charged accordingly, and an invoice issued for payment. Payment will be required before additional use of Council facilities is allowed.
9. Access to the pavilion is to be made by arrangement with Council Officers. A refundable bond may be payable to Council to insure against any damage, cleaning etc, required as a result of the usage. Where a bond is payable a pre and post use inspection of the pavilion should be arrange with Council Officers.
10. The hire agrees to pay for any required service to return the reserve and/or sportsground and/or pavilion to its pre-use standard.
11. No nuisance or annoyance shall be caused to persons on neighbouring properties by any activities associated with your function. Particular care must be given to noise disturbance and it is recommended that hirers follow the guidelines set out in EPA publication 1254, Noise Control Guidelines.
12. Vehicles are not permitted on the reserve without prior approval by Council.
13. Amusement activities, i.e. inflatable castles etc. and children’s rides are not permitted on the reserve without prior approval by Council.
14. Tents, marquees and the like are not to be erected on the reserve due to possible damage to the water reticulation and other underground services; except with prior approval by Council.
15. Council prohibits any persons from consuming or bringing any intoxicating liquor on to a reserve without written approval form Council and the necessary permit from the Liquor Licencing Commission.
16. This form is to be taken to the ground and presented as proof of booking when requested by Council Officers.
17. Facilities in the reserve are for public use and must be shared.

Please direct all enquiries to: Alicia Heins

 Casey Fields Booking Officer

 PO Box 1000

 Narre Warren 3805

 Tel: 9792 7299 (Direct Line)

 Tel: 9705 5200 (City of Casey)

 Mob: 0428 140 337

 aheins@casey.vic.gov.au

