

RECREATION RESERVE CASUAL HIRE BOOKING FORM



Please note that this form is not to be used for bookings at Casey Fields Regional Athletics Centre.
(Press the Tab button to move onto the next field)

Contact Information

Organisation:			
Postal Address:	Address:		
	Suburb:	Postcode:	
Contact Person:			
Position:			
Phone Number:	BH:	Mobile:	
Email Address:			
Website:			

Sportsgrounds in the City of Casey are set up for seasonal sports and may not be suitable for certain sports at different parts of the year. We recommend that you nominate the sport and the location of your preferred sportsgrounds. We will then work towards finding you a suitable sportsground.

Please note:

- Hirers will only have access to public toilets.
- Fees: Casey Organisations \$222.00 and Organisations outside Casey \$367.00 inc GST
- A bond may be required and will be determined by the amount of space used. (\$250.00 to \$1,000.00).
- Anything other than the structured sporting activity held at the reserve i.e. entertainment, jumping castles, food trucks etc. may need approval from City of Casey Events Team.
- The booking form must be submitted three days prior to the event and payments must be received before booking is confirmed.

Booking Information

Sportsground	Suburb or Reserve (if known)	Date/s	Time
			to
			to
			to
			to
			to
Specific requirements:			

Insurance Information

It is a requirement of Council that all organisations are Incorporated and have Public Liability Insurance.

Please provide the following information regarding your Public Liability Insurance cover which **MUST** include participation in structured sporting activities and events.

Name of insurance company:	
Policy number:	
Amount of cover:	\$
Policy expiry date:	< Please click on the drop down box

I have attached a copy of my Public Liability Insurance with this application and I am aware that my application cannot be processed without it.

Conditions of Use

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. 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.
6. 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.
7. If Council is required to clean or 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.
8. 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.
9. The Hirer agrees to pay for any required service to return the reserve and/or sportsground and/or pavilion to its pre-use standard.
10. 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.
11. Vehicles are not permitted on the reserve oval/field without prior approval by Council.
12. Amusement activities, i.e. inflatable castles, food trucks, children's rides etc. are not permitted on the reserve without prior approval by Council.

13. 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.
14. Council prohibits any persons from consuming or bringing any intoxicating liquor on to a reserve without written approval from Council and the necessary permit from the Liquor Licensing Commission.
15. No electricity will be supplied by council at the reserve. It is the responsibility of the Hirer to provide any power required.
16. This form, along with email confirmation is to be taken to the ground and presented as proof of booking if required
17. Facilities in the reserve are for public use and must be shared.
18. Payment must be received prior to event being confirmed by council.

Agreement

As a delegate of the organisation listed above, I acknowledge that I have read and agree to abide by the Conditions of Use and undertake to comply with all aspects of such conditions should this application be successful. I understand that It is my 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.

Name:	Position:
Signed:	Date:

Privacy Statement

City of Casey is committed to protecting your privacy. Your personal information will be handled in accordance with the Privacy and Data Protection Act 2014. All personal information collected by the City of Casey will only be used for the purposes outlined within our Privacy Policy. Council's Privacy Policy is available from our website www.casey.vic.gov.au/council/your-council/privacy and all Council Customer Service Centres . For further Information about how Council manages and uses your personal information or how you can access and/or amend your personal information please contact Council's Privacy Officers via our website www.casey.vic.gov.au/council/contact/feedback-form or by calling on 9705 5200.

Please return the signed form to:

City of Casey
Sport & Community Connections Team
leisure@casey.vic.gov.au

Web: casey.vic.gov.au
Email: caseycc@casey.vic.gov.au
Phone: 03 9705 5200
Post: PO Box 1000, Narre Warren VIC 3805

TIS: 131 450
(Translating and Interpreting Service)
NRS: 133 677
(for the deaf, hearing or speech impaired)

Customer Service Centres:
Narre Warren: Bunjil Place, Patrick Northeast Drive
Cranbourne: Cranbourne Park Shopping Centre
ABN: 43 320 295 742