



APPLICATION FOR HIRE OF SPORTING FACILITIES, HALLS AND COMMUNITY CENTRES, PARKS AND RESERVES

OFFICE USE ONLY

Hire Fee: _____
Public Liability Insurance: _____
Bond: _____
Key Deposit: _____

Confirmation Letter: _____
Invoice: _____
Booking: _____
Insurance: _____

HIRERS DETAILS:

Name: _____ Address: _____

_____ Post Code: _____
(All mail will be sent to this address)

Phone (H): _____ Phone (W): _____ Mobile: _____

Email: _____

I have been authorised to act on behalf of: _____
(Name of Club or Organisation)

If acting on behalf of a Club/Organisation what is your position on the Committee: President / Secretary / Treasurer / Other. If you do not hold a position on the Committee, then you must provide a letter of Authorisation from the Club or Association to act on their behalf.

FACILITY REQUIRED:

SPORTING FACILITY

HALLS & COMMUNITY CENTRES

PARKS & RESERVES

Facility Name: _____

Date of Hire: _____ Starting Time: _____ Finishing Time: _____

Purpose of Hire: _____
(Wedding, 21st Birthday, Football, Cricket etc)

SEASONAL/ANNUAL HIRERS:

(SEASONS: **SUMMER** 1 October to 31 March, **WINTER** 1 April to 30 September)

Weekly Fortnightly Monthly Bi-Monthly

Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Commencement Date: _____ Final Date: _____
(Inclusive of Pre-season)

Starting Time: _____ Finishing Time: _____

FOLLOWING IS APPLICABLE TO SPORTING FACILITY HIRERS ONLY

FIELD NUMBERS/AREAS REQUIRED: _____

COMPETITION DAYS: Day: _____ Time: _____

Day: _____ Time: _____

TRAINING: Day: _____ Time: _____

Day: _____ Time: _____

Day: _____ Time: _____

Day: _____ Time: _____

Day: _____ Time: _____

**** Semi Finals/ Finals: A separate application is to be made during the season ****

ADDITIONAL INFORMATION REQUIRED:

Number of members/teams/competitors in senior/junior groups: _____

Will alcohol be consumed during the function? YES / NO

Will alcohol be available for sale during the function? YES / NO

If YES, have you obtained the appropriate Liquor Licenses (for further information regarding the requirements please contact Council)? _____

INSURANCES – SEASONAL/REGULAR HIRERS/CASUAL HIRERS:

Please provide a copy of your Club/Organisations Public Liability Insurance policy (minimum coverage required \$10,000,000) with your application.

Public Liability: _____ Insurer: _____

Policy No: _____ Expiry Date: _____

Yes, I have attached a photocopy of my Public Liability Insurance

Casual Hirers Insurance may be available. Please contact Council for further information.

KEYS: There is a refundable key deposit of \$25.00 per key issued. Number of keys required: _____

Nominated person(s) to be responsible for keys

Person 1

Name: _____

Address: _____

Phone: (H): _____

(W): _____

(M): _____

Person 2

Name: _____

Address: _____

Phone: (H): _____

(W): _____

(M): _____

APPLICATIONS FOR HIRE MUST BE MADE BY PERSONS OVER 18 YEARS OF AGE.

THE MANAGEMENT COMMITTEE OR COUNCIL RESERVE THE RIGHT TO CANCEL APPROVAL TO HIRE, IF:

- **PAYMENT IS NOT MADE BY THE DUE DATE;**
- **ANY SIGNIFICANT CHANGE TO THE ORIGINAL INTENDED PURPOSE FOR THE USE OF THE FACILITY OCCURS;**
- **THE CONDITIONS OF HIRE ARE BREACHED.**

PLEASE READ THE ACCOMPANYING CONDITIONS FOR HIRE CAREFULLY. IF YOU DO NOT UNDERSTAND ANY PART OF THE DOCUMENT, PLEASE CONTACT THE MANAGEMENT COMMITTEE OR COUNCIL WHO WILL EXPLAIN THE DETAILS FOR YOU.

WE UNDERTAKE TO BE RESPONSIBLE FOR PAYMENT OF THE FEES AND CHARGES FIXED BY COUNCIL FOR HIRE OF THE FACILITIES AND FOR THE PAYMENT OF ANY OTHER CHARGES OUT OF THE CLUB'S OR ORGANISATION'S HIRE THEREOF, IN ACCORDANCE WITH THE RULES AND CONDITIONS OF HIRE APPLYING TO HIRE OF SPORTING FACILITIES, HALLS AND COMMUNITY CENTRES, AND PARKS AND RESERVES, A COPY OF WHICH HAS BEEN SUPPLIED TO US AND WHICH WE AGREE SHALL APPLY TO AND FORM THE BASIS OF THIS APPLICATION.

PRIVACY STATEMENT

WOLLONDILLY SHIRE COUNCIL IS COLLECTING PERSONAL INFORMATION FROM YOU ON THIS FORM FOR THE PURPOSE OF ASSISTING THE DETERMINATION PROCESS OF YOUR APPLICATION. THIS INFORMATION IS REQUIRED BY LAW AND FAILURE TO PROVIDE THE INFORMATION MAY LEAD TO REJECTION OR DELAYS OF YOUR APPLICATION. AT ANY TIME YOU HAVE THE RIGHT TO ACCESS, VIEW OR CORRECT THE PERSONAL INFORMATION THAT YOU HAVE PROVIDED. PLEASE ALSO NOTE THAT INFORMATION SUPPLIED ON THIS DOCUMENT MAY BE THE SUBJECT OF A REQUEST TO ACCESS INFORMATION UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 [GIPAA].

Yes, I HAVE READ AND UNDERSTOOD THE CONDITIONS OF HIRE FOR SPORTING FACILITIES, HALLS AND COMMUNITY CENTRES, OR PARKS AND RESERVES.

DATE: _____ **PRINT NAME:** _____ **SIGNATURE:** _____