

Sports Field & Pavilion Seasonal Use

1. Organisation Details

Organisation: _____

Person Making Booking: _____

Postal Address:

_____ Post Code _____

Telephone: _____ (a/h) _____ (b/h)

Fax: _____ Email: _____

2. Facility Details

Sports Field & Pavilion Required:

3. Training & Matches

Dates and Times Required:

Please list on which day the season commences and which day it finishes (inclusive), excepting finals matches.

Commencement Date of Season (*eg: Saturday 8 March 2014*): _____

Conclusion Date of Season (*eg: Saturday 27 September 2014*): _____

Booking Form – Seasonal Users



Training Sessions:

Day	Date From		Date To		Time From	Time To
Monday	Date From		Date To			
Tuesday	Date From		Date To			
Wednesday	Date From		Date To			
Thursday	Date From		Date To			
Friday	Date From		Date To			
Saturday	Date From		Date To			
Sunday	Date From		Date To			

Matches and Competition

(Please indicate exact dates and times - not including finals and attach a copy of competition draw)

1.	Date		Time From		Time To	
2.	Date		Time From		Time To	
3.	Date		Time From		Time To	
4.	Date		Time From		Time To	
5.	Date		Time From		Time To	
6.	Date		Time From		Time To	
7.	Date		Time From		Time To	
8.	Date		Time From		Time To	
9.	Date		Time From		Time To	
10.	Date		Time From		Time To	
11.	Date		Time From		Time To	
12.	Date		Time From		Time To	
13.	Date		Time From		Time To	

14.	Date		Time From		Time To	
15.	Date		Time From		Time To	
16.	Date		Time From		Time To	
17.	Date		Time From		Time To	
18.	Date		Time From		Time To	
19.	Date		Time From		Time To	
20.	Date		Time From		Time To	
21.	Date		Time From		Time To	
22.	Date		Time From		Time To	

4. Agreement

Public Liability Insurance & Incorporation Requirements:

(A copy of the Organisations Insurance Policy **MUST** be attached, and contain all requirements stipulated by Council. These are defined in the “Conditions of Seasonal Use”).

- | | |
|--|--|
| <input type="checkbox"/> Policy No: _____ | <input type="checkbox"/> Insurer: _____ |
| <input type="checkbox"/> Cover \$: _____ | <input type="checkbox"/> Policy Expiry Date: _____ |
| <input type="checkbox"/> Incorporation Number: _____ | |

Booking Form – Seasonal Users



5. Are the following goods or services to be sold or consumed, if so please provide details

(Please tick):

- Food or Drink
- Alcohol
- Products/Merchandise

6. Is a temporary structure to be erected at the facility? YES NO

(I.e. Tents/or similar structure - If “Yes” please provide details, a copy of a sketch plan)

If alcohol is going to be sold, stored, consumed or supplied a Liquor Licence must be obtained through:

Victorian Commission for Gambling and Liquor Regulation

Phone: 1300 182 457

Email: contact@vcglr.vic.gov.au

Web: www.vcglr.vic.gov.au

A copy of the licence must be attached or forwarded to the Committee of Management prior to any use of the facility.

Office Use Only

We, the undersigned, hereby agree to ensure that all individuals, members and groups using the Sports Field as a result of this booking request, will comply with all conditions of use and instructions of theCommittee of Management.

Name: _____ Signature: _____ Date: _____

Name: _____ Signature: _____ Date: _____

(Any two office bearers to sign)

Please return form to:

The Committee who operates the facility you wish to hire.

Privacy Statement

The personal information requested on this form is being collected by Indigo Shire Council to enable the booking of facilities. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to other areas of Council or third parties if an incident occurs during the use of the facility, in accordance with the *Privacy and Data Protection Act 2014*. If this information is not collected the facility may not be hired. The individual may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.

Liquor Licences

All users and hire groups who intend to sell, store, supply alcohol or allow the consumption of alcohol are required to do so under a liquor licence. It is the responsibility of Section 86 Committees to require evidence from the user or hirer groups that an appropriate licence and licence control arrangement are in place before use of a facility is allowed. A failure to do so may result in a breach of law, with serious consequences for Committee members, Council and the user group.

Under no circumstances will a function proceed without a copy of the Liquor Licence being forwarded to the Committee of Management prior to the event.

Committees should also be aware that there is no capacity for hirer or user groups to apply BYO arrangements for events and activities at Council venues as this is not supported under the Liquor Licensing Act and is a breach of law. Many restaurants and licensed clubs hold what is called a "BYO Permit", however this form of licence is not applicable to community and sporting facilities managed by the Council.

The Committee and/or Council have the power to close down any event at a Council facility where the Liquor Licensing Laws have not been met, with no refund of any payments made.

You may obtain a Liquor Licence by contacting:

Victorian Commission for Gambling and Liquor Regulation

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Email: contact@vcglr.vic.gov.au

Web: www.vcglr.vic.gov.au

For further information you can contact the Police Station closest to the facility:

Booking Form – Seasonal Users



- Beechworth: (03) 5728 1032
- Chiltern: (03) 5726 1222
- Rutherglen: (02) 6032 9612
- Yackandandah: (02) 6027 1205
- Tangambalanga: (02) 6027 3254

I, agree that all rules and regulations in regards to Liquor Licences laws will be adhered too.

Signed:

.....

Date:/...../.....

Conditions of Use (Seasonal Users)

Bookings and Allocation of Pavilions

The hirer must be over 18 years of age to book the facility and sign the Terms and Conditions.

On the Seasonal Users Booking Form – it must state precisely the type of activity that is to take place.

Adhere strictly to the hiring hours.

Bookings must be made **10 days** prior to any event taking place.

Identification

A copy of the hirer's drivers licence or similar photo identification must be attached to booking form.

Sub-Letting/Hiring Out

The allocated use of a Pavilion does not permit organisations to allow use of the Pavilions by any other parties unless previously arranged with the Committee of Management. All enquiries to use a Pavilion must be referred to the Committee of Management.

Public Liability Insurance

Seasonal users requiring Hirer's Public Liability Insurance from Indigo Shire Council can submit a Community Liability Insurance Request Form, which will then be submitted to the Governance Department. The department will then contact you to discuss the event, and if approved, an invoice for payment will be sent via email or post.

Regular hirers, including registered clubs, sporting clubs and corporate bodies, are expected to carry sufficient insurance for their activity. **This must be at least \$10 million public liability insurance.**

Noise

Organisations must ensure that use of the Pavilions and surrounds does not cause annoyance to the surrounding neighbourhood by emission of noise, from social functions, by rowdy behaviour or excessive revving of vehicles.

Vehicles should not obstruct access to driveways or restrict parking in the street.

All music and noise levels must be kept to an acceptable level. Music is to cease at 12 midnight.

Fees & Bond

If a bond is required it must be paid to the Committee of Management – inspections will be conducted before and after any event, and the bond will be returned by cheque within 21 days dependant on you having met the Terms and Conditions of hire.

Please note: Fees and charges are subject to change and you will be notified of any changes to the hire fees.

Damage to pavilions

The hirer is responsible for the full replacement cost of any damages or breakages to the facility, its fittings and contents, and the surrounding grounds or any additional cleaning that is required. The Committee of Management must notify Council's Risk Management Department of any damage to council buildings or grounds.

The hirer must advise if the fire extinguishers have been used in anyway. If fire equipment is used in an irresponsible manner, the cost of inspection and replenishing will be deducted from the bond.

Cleaning of Pavilions

The facility must be left clean and ready for the next user. This includes;

- Sweeping and mopping the floor.
- Wiping down all benches, tables chairs and fridge
- Cleaning stove tops, ovens, microwaves and any equipment that was used
- No food or drink should be left on the premises, including the refrigerator
- All rubbish to be placed in rubbish bins provided
- Toilets and kitchen floors need to be cleaned, swept and mopped
- Tables and chairs safely stacked and returned to the proper storeroom.
- The outside area, including the car park to be free of litter

Key Distribution

Keys and instructions for use must be collected from Committee of Management. Keys will only be issued if hirer has returned the signed Hire Agreement.

Personal Property/Storage

All goods brought in by the hirer must be removed from the premises no later than the time specified on the hiring agreement, unless prior arrangement has been made with the Committee of Management. Please note all hirers are responsible for the care and control of their own property/personal effects and loss or damage to such items is not covered by Indigo Shire Council's insurance policy.

Decorations

Decorations are welcome at the facility however they must all be removed at the conclusion of the function, and must not damage that facility. Streamers and balloons must not be hung from the ceiling fans.

Smoking

For fire safety and to overcome hazards of passive smoking, Indigo Shire Council and the Committee of Management have adopted a non-smoking policy on all Council buildings. As such, no smoking is permitted inside and within a twenty metre radius of opening areas of the facility i.e. doorways.

General

The Committee of Management reserve the right to vary any of the conditions or impose additional conditions or withdraw permission of hirer, if deemed necessary, at any time.

In situations where there is repeated unauthorised usage of the Pavilion, the offending organisation will be deemed to be trespassing on Council property and appropriate action taken.

Where an organisation repeatedly accesses the Pavilion without prior approval, the organisation will be charged at a casual rate for all unauthorised use.

Priority in Use

Winter sports (Australian Rules football) take precedence over summer sports between April 1 and September 30. Summer sports (Cricket) take precedence over Winter sports between October 1 and March 31.

Period of Allocation

Sports fields are allocated up until the last home and away games, except where an organisation applies in writing to use any sports field for training purposes due to finals commitments, and the request is approved by the Committee of Management.

Flood Lights and Activity Specific Power Use

Unless otherwise agreed, the organisation is responsible for all power and maintenance costs relating to sport field flood lights and equipment.

Sports Field Damage and Security

The organisation shall notify the Committee of Management immediately it is observed that:-

- Security lights are inoperable;
- Any damage has been caused to building or structures of sports fields;
- Graffiti;
- Any other actions that may have taken place which detract from the amenity, security or safety of the area;
- Bins are damaged or overflowing.

Breakages

The Hirer shall immediately make good any breakage, defect or damage to a pavilion, sports field, or any fixture connected with the sports ground occasioned by any act, neglect, want of care or misuse or abuse on the part of the Club or any person claiming through or under the Club.

The Club shall immediately notify the Committee of Management of such breakages, damage or injury and shall repair or replace the same in a manner and to a standard required by the Committee of Management, or if the Committee of Management elects to carry out repairs or replacements, shall pay to the Committee of Management the cost of so doing.

Line Marking

Prior to the commencement of each designated season, the Council will semi-permanently mark all required Sports Field lines.

Line painting for specific events is the responsibility of the organisation. Only the Indigo Shire Council approved water-based paint or powder shall be used for the line marking.

The use of poisons for line marking is prohibited. Organisations will be responsible for any reinstatement cost associated with damage caused by application of line painting and marking not approved by Council.

Sponsorship and Advertising Signs

The erection of sponsor or advertising signs and structures must be approved by Indigo Shire Council.

No sponsorship signs are to be painted on the playing surface without the Council approval. Damage to the playing surface will be repaired at the full cost to the organisation.

Existing sponsor or advertising signs and structures must be maintained to the satisfaction of Council and pose no risk of injury.

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