

Please select:	<input type="checkbox"/> Seasonal Booking	<input type="checkbox"/> New Application
	<input type="checkbox"/> Occasional Booking	<input type="checkbox"/> Replacement Application

APPLICANT INFORMATION	
Full Name of Organisation:	
Postal address for invoice:	
Email Address for Invoice:	
Contact Person:	Contact Number:
Position in the Organisation:	
Email address:	

BOOKING DETAILS		
Is the booking for:	<input type="checkbox"/> Junior Sport	<input type="checkbox"/> Senior Sport
	<input type="checkbox"/> Event	
Describe the nature the activity:		
Which ground are you applying for: <input type="checkbox"/> Hands Oval <input type="checkbox"/> PC Payne Park <input type="checkbox"/> Kelly Park		
Training	Date Commencing:	Date Finishing:
Fixtured Games	Date Commencing:	Date Finishing:
Preliminary Finals	Date Commencing:	Date Finishing:
Semi Finals	Date Commencing:	Date Finishing:
Grand Finals	Date Commencing:	Date Finishing:

Day	Tick all days that apply	Booking Times (ensure time for set up/pack away is included)			Tick if booking is for TRAINING	Tick if booking is for MATCHES
Monday	<input type="checkbox"/>		to		<input type="checkbox"/>	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>		to		<input type="checkbox"/>	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>		to		<input type="checkbox"/>	<input type="checkbox"/>
Thursday	<input type="checkbox"/>		to		<input type="checkbox"/>	<input type="checkbox"/>
Friday	<input type="checkbox"/>		to		<input type="checkbox"/>	<input type="checkbox"/>
Saturday	<input type="checkbox"/>		to		<input type="checkbox"/>	<input type="checkbox"/>
Sunday	<input type="checkbox"/>		to		<input type="checkbox"/>	<input type="checkbox"/>

Lights will be required from the following times: Winter Season 5.30pm Summer Season 7.00pm	YES <input type="checkbox"/> NO <input type="checkbox"/>
Do you require usage of light towers? (if available)	_____ hrs/week
If you ticked YES, please indicate how many hours you will use the lights each week:	
Do you require additional bins? (fees apply)	YES <input type="checkbox"/> NO <input type="checkbox"/>

Booking to continue through school holidays?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Booking to continue through public holidays?	YES <input type="checkbox"/> NO <input type="checkbox"/>

TERMS & CONDITIONS OF HIRE

- Individual applicants must be aged 18 years or over with proof of age to be provided upon request.
- Approved hirers are not able to transfer the right of use to another person or organisation.
- All bookings are tentative until confirmed in writing by the City of Bunbury. The Hirer should not advertise or promote any activities on the request grounds until written confirmation has been provided by the City.
- Any changes, amendments or cancellation of bookings must be made in writing at least 5 working days prior to the amendment date.
- Booking applications must be received at least **5 working days** prior to the first required booking date.
- Hirers are required to have current Public Liability Insurance of a minimum of \$20,000,000 and must provide a Certificate of Currency with their application. Failure to do so may delay confirmation of your booking. It is the responsibility of the hirer to provide an updated copy following annual/biannual renewal.
- Following a successful application, the hirer will receive a confirmation letter and summary of booked dates. The City will provide an invoice within 4 weeks of commencement of a season.
- Bookings can only be taken up to 12 months in advance.
- The City of Bunbury reserves the right to cancel any booking for council business or due to unforeseen circumstances. The City will make every effort to provide the hirer with as much notice as possible and assist the hirer in relocating to another suitable venue .

FEES AND CHARGES

- Applicable hire fees are determined by Council and are set out in the City's Fees and Charges Schedule which can be found on the City's website <http://www.bunbury.wa.gov.au/Pages/Reports-Plans-and-Strategies.aspx>
- Where the use of light towers is required, an electricity charge will apply as listed in the City's Fees and Charges Schedule. Lights not switched off will be charged to the hirer the hourly lighting fee until switched off.
- Cancellation of your booking must be received in writing and may incur a fee:
 - **Cancellation more than 5 working days prior to booking start date = No charge**
 - **Cancellation less than 5 working days prior to booking start date = 25% of standard hire fee**
- Payment of invoices can be made over the phone, via EFT transfer or in person at the City of Bunbury Administration Building (Stephen Street, Bunbury).

HOURS OF HIRE

- All set up, including deliveries and cleaning must be completed within the hours of hire stipulated on the Booking Confirmation. Accessing facilities outside of the listed booking time is considered a breach of these Terms and Conditions.

HIRER'S RESPONSIBILITIES

- It is the hirer's responsibility to inspect the sports ground surface prior to use and report any damages found
- Smoking is not permitted within 10 metres of facility doorways or air intake vents of neighbouring facilities.
- Alcohol is not permitted on reserves and sports grounds
- Vehicles must only use parking areas supplied. No parking on grassed areas or paving around reserves
- If power is not available at the reserve and required, you will need to supply your own e.g. generator.
- The preferred method for stabilising of marquees, bouncy castles etc. is sand bags. Under no circumstance are star pickets allowed
- Ground markings, layout and dimensions of playing areas are the responsibility of the hirer. Line markings on grass are to be in water based paint and used in accordance with the manufacturer's recommendations and appropriate safety measures. No injurious lime powder/dust, creosote or glyphosate (Roundup) to be used.
- The Approved Hirer must immediately report any maintenance issues to the City either via email at records@bunbury.wa.gov.au or by phoning 9792 7000
- Signs, fittings or structures must not be erected within or on any City venue without prior approval from the City.
- Disturbance to soil and vegetation must be avoided and/or minimised.
- The Approved Hirer is responsible for ensuring any electrical equipment used within the venue is in a safe working order.
- Each facility is provided with waste and recycling bins for rubbish disposal. Any additional rubbish is to be taken away by the hirer. The cost of rubbish removal for any rubbish left at/on the sports ground will be charged to the hirer. Special Event Bins where required can be organised, for an additional charge.
- An Authorised Officer of the City may close a venue at any time if these Terms and Conditions have been breached.

- The City of Bunbury will make every effort to provide the hirer with a clean and tidy reserve.
- The City of Bunbury is not responsible for any damage, theft or loss of items belonging to, or of the responsibility of the hirer

EMERGENCY CONTACT DETAILS

- To report a false/accidental activation of the security system - 1300 552 276 (All-care Monitoring)
- To report an alarm or building fault – 0427 077 602 (City Facilities)
- For all other matters – (08) 9792 7000 (City of Bunbury Admin/ Connect Call Monitoring)

DECLARATION

I/We have read, understood and agree to abide by the Conditions of Hire. I/We agree to indemnify the City of Bunbury against all actions, claims, demands, or costs arising out of connection with the hire of the sporting grounds. In consideration for the use of facilities owned by the City of Bunbury, I/we agree to hold the City of Bunbury harmless for any damages, acts or incidents that occur as a result of the above activities held by me/us. Further, I/we assume all liability for specific losses arising from the activities listed above and release the City of Bunbury from all liability and costs incurred arising from or incident to the activities.

NOTE: Completed application form is to be emailed to the Community Recreation Team at communityrecreation@bunbury.wa.gov.au together with a copy of your club/organisation’s current Public Liability Insurance certificate.

Applicants Name:	Date:
Applicants Signature:	Applicants Position:

OFFICE USE ONLY:

Date booking was received: _____

Booking entered on: Calendar Envibe

Insurance Certificate of Currency received?: Date received: _____ Expiry: _____

Confirmation sent? Date sent: _____

Invoice request generated? Date requested: _____

Keys Required? Yes No

Additional Bins Required Yes No

Light Tower access information provided? Yes No Not required

Notes: _____
