

Application for Use of Council Sportsgrounds/Facilities



SECTION 1 - APPLICANT DETAILS

Organisation Name:	
Mail Postal Address:	

SECTION 2 - APPLICANT INFORMATION

Contact Name:		Position:	
Work Phone:		Mobile Phone:	
Email:			

SECTION 3 - EVENT DETAILS

Name of Sportsground: (refer to list below)			
Day & Date of Use:			
Start Time:		Finish Time:	
Sport to be Played:			
Participant Level:	Junior	Senior	Other
Type of Use:	Competition	Training	School
Level of Use:	Social	Local	District/Regional

LIST OF COLAC OTWAY SHIRE SPORTSGROUNDS

Name of Sportsground	Facilities	Name of Sportsground	Facilities
Central Reserve	Sports Oval	Elliminyt Recreation Reserve (South Colac)	Sports Oval
	Upstairs Pavilion		Social Rooms / Canteen
	Social Rooms / Canteen		Changerooms - Football
	Changerooms - Football		Netball Courts
	Netball Courts		Changerooms - Netball
	Changerooms - Netball		Tennis Courts
	Hockey Fields		Cycling Velodrome
	Hockey Rooms		
	Tennis Courts		
	Main Car Park		
Colac Cricket Ground	Sports Oval	Eastern Reserve	Sports Oval
	Cricket Nets		Netball Courts
	Changerooms		Cricket Nets
	Changerooms - Netball		
		Changerooms - Cricket/Baseball	
		Social Rooms / Canteen	

Western Reserve	Sports Oval	Other	
	Social Rooms / Canteen		
	Changerooms – Football		
	Netball Courts		
	Changerooms – Netball		
	Cricket Nets		

The approval to the hirer is subject to the approval from the regular 'user group/s'. The APPLICANT is responsible for contacting regular user group/s two weeks prior to the proposed date of use, who must be notified and agree to all conditions of use. Please indicate the regular user group and person contacted. If you are unsure of the regular user group/s or contact person please contact the Colac Otway Shire.

Regular User Group			
Person Contacted		Position at Club	
Date		Approval granted	Via phone <input type="checkbox"/> Via email <input type="checkbox"/>

SECTION 4 - EVENT REQUIREMENTS			
Access to Changerooms/Social Rooms: (where available)	YES	NO	Keys will be required to access these facilities
Access to Canteen: (where available)	YES	NO	Canteen Use to be negotiated directly between the casual and seasonal user of this facility
Selling Food?	YES	NO	Food to be sold: _____ _____ _____
Erecting a Temporary Shelter?	YES	NO	Type: _____
			Size: _____
			Quantity: _____
			Location: _____
Using Amplified Sound?	YES	NO	Equipment type: _____
			Time of use: _____
Selling Alcohol?	YES	NO	Copy of approved Liquor Licence must be attached.

SECTION 5 - PUBLIC LIABILITY INSURANCE – Copy of Certificate of Currency must be attached			
Insured Name:			
Insurance Company:			
Policy Number:		Coverage Value:	
Commencement Date:		Expiry Date:	
Location of Coverage:			

SECTION 6 - CASUAL HIRE AGREEMENT

I have read and agree to abide by the conditions detailed on Page 4 of this application form. I acknowledge having received and read the Schedule of Conditions of hire and undertake to be bound by and comply with the Schedule and undertake to be responsible for ensuring that all individuals or groups using the ground in association with this application comply with the Schedule of Conditions.

Applicant Name:		Position:
Applicants Signature:		Date:

Please return completed application form by email to inq@colacotway.vic.gov.au or post or deliver complete form to:

Arts & Leisure Administrator
Colac Otway Shire
2-6 Rae Street
COLAC 3250

COLAC OTWAY SHIRE - OFFICE USE ONLY			Additional Comments
Council Approved	Yes	No	
Regular User Group Approved	Yes	No	
Temporary Structure Permit Required	Yes	No	
Liquor Licence Permit Required	Yes	No	
Certificate of Currency for PLI Attached	Yes	No	
Regular User Group Contacted (<i>casual bookings only</i>)	Yes	No	
Application Signed	Yes	No	

DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences, and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed on to third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take very reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to changeover access your personal details, or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.

SCHEDULE OF CONDITIONS

- (1) The area and facilities are to be left clean and tidy. Failure to do so will invoke a charge for cleaning. User is to remove all excess rubbish. All large receptacles are to be wheeled and placed on hard surface only.
- (2) The facilities are to be opened and closed by a responsible person and the keys returned to Council on the following business day after use.
- (3) Keys are not to be copied and all keys or locks lost or damaged are to be paid for by the user.
- (4) All damage to the sportsground or facilities caused by the user will be CHARGED thereto.
- (5) All charges in relation to hire must be paid in full by the due date, unless the Council has approved suitable arrangements.
- (6) The Council reserves the right to approve the use of the ground by other persons at any time not specified in this application at any time when the ground is not required for use by hirer.
- (7) The Council may require the hirer to make available any building or facility on the ground to another hirer where such building or facility is not the property of the hirer. This may include removal of goods and chattels of the hirer if deemed necessary.
- (8) The Council reserves the right to cancel the hirers' use of a recreation ground on a date shown in this application in the event of the ground being required for an extraordinary function or extraordinary use.
- (9) The Council reserves the right to close a ground for use, or redirect users to an alternate ground where in the opinion of the Manager Infrastructure and Leisure Services or his delegate conditions renders the ground unsuitable for use.
- (10) The hirer shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's insurance Policy or Policies relative to fire or public risk in connection with the hire of this recreation ground and the hirer hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.
- (11) The hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of this ground.
- (12) The hirer shall at all times during the allocated period of hire insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$10 million.
- (13) The hirer shall not produce, or perform, or suffer to be produced or performed on any reserve any dramatic, musical or other work in infringement of the copyright, or performing right of any owner of such rights, and it shall be a condition and term of this hiring that the hirer indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred in connection therewith.
- (14) No intoxicating liquor is to be served, or sold in association with this hiring unless the necessary approval has been obtained from Council and evidence of Licensing Commission permits are produced. The hirer is to strictly observe wet and dry areas stipulated on the permit.
- (15) Bookings may need to be re-scheduled or relocated in the event of unforeseen weather conditions. If weather conditions are extreme, ground conditions will be monitored and an assessment will be made as to appropriateness of use. Casual users will be notified as early as possible if rescheduling is required.