

# CASUAL GROUND APPLICATION FORM

## HIRER DETAILS

Name of School/Organisation	
Address	
Contact Person	
Phone	
E-mail	

## BOOKING DETAILS

Reserve	Date(s)	Time(s)	Purpose of Use	No. of Participants	No. of Spectators
<i>Example: Galvin Park Football Oval No 1</i>	<i>Eg: Wed Mar 22</i>	<i>Eg: 1pm-3pm</i>	<i>Eg: Inter school football competition</i>	<i>Eg: 150</i>	<i>Eg: 200 - 300</i>
Ground Lighting Required? <i>(please circle)</i>		None   50lux   100lux   200lux		<i>additional fees apply for these services – refer to the fee schedule</i>	
Change Facilities Required? <i>(please circle)</i>		Public Toilet Only   Change Rooms Pavilion			

## TERMS & CONDITIONS

- In lodging this application, the user group agrees to comply with all relevant conditions of the Conditions of Use for Council Sports Grounds and Facilities and other relevant Council policies. See handout Conditions of Use – Schools & Casual Hirers.
- Ground allocation will not be approved unless a copy of the Public Liability Insurance Certificate of Currency is provided with this application.
- 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, costs, claims, charges, expenses and damages whatsoever which may be bought or made or claimed against it by any of them arising out of or in any way related to the granting of this licence and/or the use of the Premises. Council is not responsible for any theft, loss, damage or injury suffered by the hirer or any guest or invitee of the hirer, or any person coming on the premises during the period of the hire, and the hirer indemnifies the Council in respect of all claims for loss, damage or injury caused by any person or property during the period of hire, or as a result of the use by the hirer of the premises.

Applicant Signature		Date	
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**PRIVACY STATEMENT:** The personal information requested on this form is being collected by Council for the purpose of providing a range of access to facilities and equipment.. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at: <https://www.wyndham.vic.gov.au/privacy-policy>.

**Please complete the application and return at least 14 days prior to the event to:**  
Attention: Sport and Recreation Officer

# TERMS & CONDITIONS OF HIRE

Wyndham City Council, PO Box 197, Werribee VIC 3030  
Phone: 9742 0777 or Fax: 9741 6237

## CONDITIONS OF USE – Schools & Casual Hirers

### BOOKINGS

- a) Hirers are not permitted to use Council reserves or facilities without written approval from Council.
- b) Applications should be made to Recreation Services at least **14 days** prior to the activity being conducted.
- c) Under no circumstances is the hirer permitted to sub-let or allocate Council's reserve(s) or facilities.
- d) Where fees are charged for a booking, full payment must be made prior to the activity being conducted. Payment can be made in person at Council's Customer Service Desk. If payment has not been received prior to the booking, keys for pavilion access and sports lights will not be issued.
- e) Hirers are responsible for checking the condition of the reserve prior to any activity commencing to determine its suitability and safety for use.

### RESERVE USE

- a) The hirer must at all times comply with Local Laws, the Liquor Control Act, the Health Act, Public Building Regulations or any regulations for the care, protection and management of the facility.
- b) The hirer is responsible for the behaviour of all members/guests using the reserve and must control their conduct to be orderly and reasonable. It is an offence for any person in any part of Wyndham's Parks or Reserves to;
  - assault any other person;
  - consume, distribute or sell any intoxicating liquor unless a licence has been arranged;
  - be under the influence of intoxicating liquor;
  - sell food without a Food Act Registration.
  - use profane, indecent or obscene language;
  - use threatening or abusive or insulting language;
  - behave improperly or riotously;
  - improperly interfere with or interrupt any authorised athletic sport, game or fitness exercise.
- c) Premises must be left in the same condition they were found. If premises are not cleaned satisfactorily or have been damaged, the hirer will be charged accordingly. Any damage due to foreseeable misuse other than fair wear and tear, which has occurred during the period of the allocation, will be repaired and the costs charged to the hirer.
- d) In the case of any damage or loss, the hirer must immediately notify the Council
- e) Smoking is strictly prohibited inside any Council facility.
- f) Noise emanating from the use of the facility must not cause public annoyance in accordance with sections of the Environment Protection Act 1970 and Control of Music from Public Premises No. N-2.
- g) Any keys issued to the hirer are to remain in control of the hirer at all times and are not to be transferred.
- h) The hirer may be required to submit Traffic Management Plan based on expected participant/crowd numbers.
  - Vehicles are to park in designated parking bays. Incorrect parking may result in infringement notices issued by Councils Legislative Services
  - for large events staff will be required to direct traffic on the event day.
- i) Without prior Council approval, the hirer must not;
  - charge admission fees to a reserve.
  - allow a vehicle(s) to enter a reserve, except in the case of an emergency.
  - erect any structure(s) requiring pegs to be driven into the ground.
  - display temporary advertising or signage.
  - encroach on a turf wicket.

# TERMS & CONDITIONS OF HIRE

## **INSURANCE**

- a) The hirer, at its own cost, shall take out a Public Liability policy for \$10 million minimum to insure against damage to property or bodily injury that may be suffered by any person by reason of an accident and happenings in any way connected with or arising out of the hire of the premises.
- b) Council will not allocate a reserve until evidence of the hirer's Public Liability insurance is produced
- c) Council may request a Risk Management Plan

## **PROHIBITED ITEMS - SYNTHETIC FIELDS**

- a) The following items are prohibited on synthetic fields;
  - food
  - drink (except water)
  - animals
  - golf
  - glass
  - metal stakes and sharp objects
  - gum and candy
  - any tobacco product

## **ACCESS TO EQUIPMENT & LINEMARKING**

- a) Council is not responsible for the provision of any equipment associated with the hirer's activity.
- b) Hirers may negotiate access to equipment with the tenant Club, for items included but not limited to (fee may apply);
  - Goal Post Padding
  - Soccer Netting
  - Scoreboards
  - Sports Equipment (balls, bats, wickets etc.)
- c) Hirers may negotiate line marking to be undertaken by the tenant Club prior to the booking (fee may apply).

## **CANCELLATIONS**

- a) Council may withdraw grounds if they are considered unplayable due to inclement weather conditions or safety reasons. This decision is not negotiable.
- b) Council will endeavour to find a suitable alternative venue(s), or will issue a full refund
- c) Hirers wishing to cancel their booking, must notify the Council prior to their booking date

## **GENERAL**

- a) Council may enter the facility at any time during the hire period for any purpose
- b) Council may hire any part of the facility not affected by the hire agreement to other users
- c) Council may impose additional conditions for the use of the premises or conduct
- d) Casual hirers failing to adhere to the terms and conditions outlined in this document may have their booking withdrawn and/or jeopardise any future applications lodged to hire Council facilities.

## **FEES**

- a) There are three fee categories for hirers wishing to book outdoor sports facilities (refer to fee schedule for costs).
  1. School Group
  2. Wyndham based Community Group (incorporated)
  3. Casual Hirer
- b) The hire of Wyndham's grass outdoor sports facilities to schools is available free of charge with the following exceptions;

# TERMS & CONDITIONS OF HIRE

- Where the school requires access to the pavilion or change rooms; and
  - Where the school is based outside of the City of Wyndham. In these circumstances, the casual hire fee will apply.
- c) Casual hirers are classified as any sports club, school or community group that is not from within the Wyndham City municipality.
- d) Should a hirer require the use of ground lighting, an additional fee will be charged to recoup electricity and maintenance costs associated with the ground lighting (refer to fee schedule for costs).
- e) Should a group require the use of change rooms or pavilion space, an additional fee will be charged to recoup utility, supply and maintenance costs associated with using the facility (refer to fee schedule for costs).

## FEE SCHEDULE

### GRASS GROUNDS

	Facility Hire	Services & Amenities Fee	Ground Lighting Fee 50lux / 100lux	Ground Lighting Fee 200lux
<b>Wyndham Based School, Club or Community Group</b>	No Charge	\$13.60 per hour	\$11 - \$21 per hour	\$21 - \$41.80 per hour
<b>Casual Hirer</b>	\$31.60 p/oval p/hour	\$13.60 per hour	\$11 - \$21 per hour	\$21 - \$41.80 per hour

### SYNTHETIC GROUNDS

	Facility Hire	Services & Amenities Fee	Ground Lighting Fee 50lux / 100lux	Ground Lighting Fee 200lux
<b>Wyndham Sporting Club</b>	\$31.60 per hour	\$13.60 per hour	\$21.40 per hour	\$41.80 per hour
<b>AFL or League Development Activity</b>	\$31.60 per hour	\$13.60 per hour	\$21.40 per hour	\$41.80 per hour
<b>AFL/AFL Vic Team Training</b>	\$59 per hour	\$13.60 per hour	\$21.40 per hour	\$41.80 per hour
<b>Sporting Club/School (non Wyndham)</b>	\$48 per hour	\$13.60 per hour	\$21.40 per hour	\$41.80 per hour
<b>Private for Profit Activity</b>	\$424 per half day	\$13.60 per hour	\$21.40 per hour	\$41.80 per hour
<b>Wyndham School</b>	\$31.60 per hour	\$13.60 per hour	\$21.40 per hour	\$41.80 per hour
<b>Academy Programs</b>	\$53 per hour	\$13.60 per hour	\$21.40 per hour	\$41.80 per hour

### BONDS

<b>Wyndham Sporting Club, Community Groups &amp; Schools</b>	\$100
<b>Non Wyndham Sporting Club, Community Groups &amp; Schools</b>	\$500
<b>Private and Commercial Groups</b>	\$1,000
<b>Key Deposit</b>	\$50 per key