

SPORTING RESERVE APPLICATION TO HIRE



Casual Booking

PLEASE NOTE THIS IS FOR THE HIRE OF THE RESERVE ONLY. USE OF TOILETS/CHANGEROOMS/HALL/CANTEENS MUST BE NEGOTIATED WITH THE TENANT ORGANISATION

Reserve(s): _____ Booking ID # _____

Contact Details:

Organisation: _____

First name: _____ Surname: _____

Mobile: _____ Work: _____

Address: _____

Suburb: _____ Post Code: _____

Email Address: _____

Does the organisation have current public liability insurance?

Yes (Please include a copy of certificate of currency) No (Please see clause 5 of Conditions of Hire)

Is your organisation incorporated? Yes No

Booking Details:

Type of booking (Please detail type of sporting activity ie. soccer, carnival, training, classes etc):

Days and times required: _____

RELEASE FROM LIABILITY/INDEMNITY

For the purpose of being allowed to participate in the activities at the City of Kalamunda - Reserves, I agree to sign and be bound by this disclaimer. Exercise is demanding and there are innate risks associated with these activities. Participating in recreational activities at the City of Kalamunda - Reserves may cause serious injury, paralysis or death. Participation is at your own risk. By signing this disclaimer, you accept responsibility, to the fullest extent of the law for any injury caused by you or by others, through accident or negligence, in the course of participation at City of Kalamunda - Reserves. I release and indemnify the City of Kalamunda, its staff, council, servants and agents against any action or claim arising from participation at City of Kalamunda Reserves.

I agree that the information declared above is true and correct and I have read and understand that my rights are limited by this disclaimer.

Signature: _____ Position: _____ Date: _____

Please note: Your booking will not be confirmed until booking forms have been completed in full with all necessary documentation and returned to this office.

Application Process:

1. Hirers must apply for the booking of reserves through the City of Kalamunda by completing the prescribed application form and noting the Conditions of Hire. The City of Kalamunda will presume acceptance of the hire conditions as stipulated on the form upon receipt of a signed forms from the hirer.
2. **Please Note:** Whilst a formal booking can be made for a specific park or reserve, it does not give the hirer sole usage of the location, as the park or reserve always remains available to the public.
3. Large events may require further City approvals and information should be sought from the City of Kalamunda before the event commences.
4. A refundable bond may be required for the use of any park or reserve. Any damage to the reserve will be deducted from the bond and additional reinstatement costs may be invoiced for payment by the hirer. Bond amount is set within the City's Schedule of Fees and Charges each financial year.

Risk management/Insurance:

5. It is strongly recommended that all groups using City reserves obtain adequate insurances including public liability insurance.
6. Hirers have a duty of care to ensure they take all reasonable steps to provide a safe event of activity for the participants at the booked reserve.
7. Hold Harmless – the hirer agrees to hold the City of Kalamunda harmless for any liability arising

Liquor Licence/consumption:

8. The hirer of any reserve must comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code or any other relevant Acts in force
9. Functions or events on the actual reserves involving the consumption of Liquor must receive written approval from the City of Kalamunda

Ground and marking conditions:

10. Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of this will be charged for the reinstatement costs and/or repairs.
11. Pointed objects are not to be driven into the surface of any reserve unless approved in writing from the City of Kalamunda. E.g. Erection of star pickets, tent pegs etc and the use of confetti, polystyrene products and ball furniture is prohibited. Bouncy castles must be sand bagged and not pegged.
12. Reserves shall only be marked with materials approved by the City of Kalamunda. Lime, creosote, herbicide or oil is not to be used under any circumstances for marking reserves. Hirers will be liable for any damage caused by using prohibited materials.

Parking and litter:

13. Under no circumstances will parking be allowed on any reserve except in the areas allocated for that purpose. If the hirer requests a reserve to be used for parking, written approval is required from the City of Kalamunda.
14. All areas are to be left clean and tidy at the conclusion of each hire period. It is the hirer's responsibility to provide additional bins or have rubbish removed from the venue if a function/activity generates an excessive amount of rubbish.

Damage/resident complaints:

15. The hirer must be mindful of residents in the immediate vicinity. Any complaints received by the City could jeopardise future applications.
16. The hirer of any part or parts of a reserve shall maintain and keep good order and decent behaviour within the reserve, and shall be solely and entirely responsible for the carrying out and compliance of these Local Laws and for any damage arising to the buildings, fixtures, fittings, furniture etc and shall pay such damages as may be assessed by the City. All equipment brought onto the ground/venue must be removed at the end of the hire period
17. Non-compliance of any of the City of Kalamunda Conditions of Hire may result in reconsideration of usage rights as authorised by the Manager of Community Development and may also jeopardise future use of any of the Shire's reserves and facilities.
18. The hirer will not destroy, damage or interfere with any property owned by or vested in the Council;
19. The hirer shall not remove, damage, deface, mark or alter any sign, notice, flag or other specified indicator.

I hereby acknowledge that I have read the conditions of hire as outlined above and agree to comply with them.

Name: _____ Signature: _____ Date: _____