**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**1. Organisation / Club Details**

Organisation / Club:

**Person Responsible for Booking:**

**Club Position** (eg: Secretary): ­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postal Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post Code**

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

**Facsimile:**   **Email:**

**2. Facility Details**

**Name of Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3. Training & Matches**

**Dates and Times Required:**

Please list on which day the season commences and which day it finishes (inclusive).

Commencement Date of Season ***(eg: Saturday 4 April 2017***):

Conclusion Date of Season ***(eg: Saturday 30 March* 2017)**:

### Training Session Days and Times

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

**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. Cost for Hire of the facility:**

**Hire Facility Cost $...................**

**Hire Bond Amount (if required) $....................**

**Key Bond Amount (if required) $....................**

**The above hire costs must be paid in full by no later than ………/………/20…..**

**5. Agreement**

Public Liability Insurance & Incorporation Requirements:

A copy of the Clubs / Organisations Insurance Policy **MUST** be attached, evidencing a minimum of $20 million in public liability cover.

|  |  |  |
| --- | --- | --- |
| Insurer: | Policy No:: | |
| Incorporation Number:  Cover $:  Minimum $20 million | Policy Expiry Date: |
|  |  |

**5. Are the following goods or services to be sold or consumed, if so please provide details (Please tick):**

1. **Food or Drink - Selling 🞎 (see below) Free of charge 🞎 Not applicable 🞎**

*If* ***selling******food*** *please contact Greater Shepparton City Council’s Environmental Health Department to confirm whether a registration is required on 5832 9731.*

1. **Alcohol YES 🞎 NO 🞎**

If alcohol is going to be sold, stored, consumed or supplied please contact the *Victorian Commission for Gambling and Liquor Regulation ph: 1300 182 457* to confirm whether a Liquor Licence is required. Please refer to information sheet attached. A copy of the appropriate Liquor Licence must be attached to this Agreement or forwarded to the Committee of Management prior to any use of the facility for this booking.

If Yes, is a copy of the appropriate Liquor Licence attached? **YES** 🞎 **NO** 🞎

If No, by what date will a copy of the Liquor Licence be provided ……/……./20…..

NB – this must be at least 24 hours prior to the booking date

**16. Is a temporary structure to be erected at the facility? YES 🞎 NO 🞎**

(ie. Marquee or similar structure)

If “Yes” please attach details including size, type and a sketched

plan of proposed placement – is this information attached? **YES 🞎 N/A 🞎**

|  |
| --- |
| **We, the undersigned, hereby agree to ensure that all individuals, members and groups using the above mentioned facility as a result of this booking request, will comply with the attached Terms and Conditions pursuant to this Agreement and instructions of the Committee of Management.**  **We agree to abide by the requirements of the Liquor Reform Act and Health Regulations (if relevant).** |
|  |
| ***Name: Signature: Date:*** |
| ***Name: Signature: Date:*** |
| **(Any two office bearers to sign)** |

|  |  |
| --- | --- |
| Please return form to: | **XXX Committee of Management**  **Address 1 Telephone: (03) ???? ????**  **Address 2** |

##### Privacy Statement

The personal information contained in this document is collected to provide contact information for organisations or individuals, wishing to book a Council facility. This information may be disclosed to other areas of Council or third parties should contact be necessary regarding an issue with the facility or booking, and in accordance the *Information Privacy Act 2000*.

**Section 86 Committees of Management**

**Seasonal Hire, Sporting Clubs Agreement Terms and Conditions of Use**

**Bookings**

The Hirer must be over 18 years of age to book the facility. The booking form/hire agreement must state precisely the type of activity to take place as part of hire. Hirer’s must adhere strictly to the hiring hours.

Bookings should be made a minimum of 10 days prior to any event taking place. Booking requests received less than 10 days prior to any event taking place will be considered at the discretion of the Committee of Management.

**Sub-Letting/Hiring Out**

The allocated use of the facility described in this Agreement does not permit Hirers to allow use of the facility by any other party. All enquiries regarding facility use and hire requests must be referred to the Committee of Management. All facility use must be reflected a separate hire agreement with the Committee of Management.

**Identification**

A copy of the hirers Drivers Licence or similar photo identification must be attached to booking form.

**Public Liability Insurance**

**All hirers must carry a minimum of $20 million in public liability insurance**.

Hirers who are classified as a registered club, entity, business or organisation are expected to hold their own insurance policy to cover the activity to which the hire relates. A copy Certificate of Currency must be provided to the Committee of Management prior to hiring the facility as evidence of this insurance.

**Noise**

Hirers must ensure that use of the facility and surrounds does not cause annoyance to the surrounding neighbourhood by emission of noise

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 must cease at 12 midnight.

**Hire Fees and Bond**

Hire fees and bond payments must be made at least 10 days prior to the booking date.

A hire bond will be paid to the Committee of Management prior to any hire/function. An inspection will be conducted after the function by the Committee of Management and the bond returned by cheque within 21 days dependant on you having met the Terms and Conditions of hire.

A key bond may also be charged at the discretion of the Committee of Management. This will be refunded upon return of the key to the bookings officer.

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

**Cleaning of Facilities**

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 must 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.

A key bond may be charged at the discretion of the Committee of Management. This will be refunded upon return of the key to the bookings officer

**Personal Property/Storage**

All goods brought in by the hirer must be removed from the premises no later than the time specified on the hire 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 as loss or damage to such items is *not* covered by Greater Shepparton City 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 ceiling fans (if present) and all adhesive materials removed without damaging the facility.

**Smoking**

Smoking is not permitted at Council premises in accordance with The Tobacco Act 1987. For further information please contact Council’s Health Department on 5832 9700.

**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 game, except where a hiring club / organisation applies in writing to use any sports field for training purposes due to finals commitments, and the request is approved by the relevant Committee of Management.

**Flood Lights and Activity Specific Power Use**

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

**Sports Field Damage and Security**

The hiring club / 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.

**Damage and Breakages**

The Hirer is responsible for the full replacement cost of any breakage, defect or damage to a building / facility, 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 shall pay to the Committee of Management the cost of so doing.

The hirer must assist the Committee of Management in completing an Incident Report if deemed necessary by the Committee.

Hirers are responsible for maintaining their own contents insurance for their property whilst left at these premises.

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.

**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 Council approved water based paint or powder shall be used for the line marking.

The use of poisons for line marking is prohibited. Hiring Clubs / 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 Council. Requests for this approval should be made through the Committee of Management in the first instance.

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.

**Liquor Licences**

Hirers who intend to sell, store, supply or allow the consumption of alcohol must ensure that they do so under any required Liquor Licence in accordance with the Liquor Reform Act 1998.

A copy of the appropriate Liquor Licence must be provided by the hirer to the Committee of Management prior to the hire commencing. 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 hire proceed without a copy of any relevant Liquor Licence being forwarded to the Committee of Management prior to the event.**

The Committee of Management 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.

Hirers are encouraged to contact the Victorian Commission for Gambling and Liquor Regulation to clarify if a Liquor Licence is required for their function:

Victorian Commission for Gambling and Liquor Regulation

Phone: 1300 182 457

*Email:* [*contact@vcglr.vic.gov.au*](mailto:contact@vcglr.vic.gov.au)

*Web:* [*www.vcglr.vic.gov.au*](http://www.vcglr.vic.gov.au)









