



APPLICATION TO HIRE A SPORTING RESERVE

FOR OFFICE USE ONLY			
Was Liquor Permit approved by CEO?	YES		NO
Was Commercial Booking approved by CEO?	YES		NO

APPLICANTS MUST BE OVER 18 YEARS OF AGE

APPLICANT DETAILS

Name:			
Organisation Name: <i>(If applicable)</i>			
Organisation Type:	Government	Not for Profit	Commercial
	Community	School	Other <i>(please specify)</i>
Postal Address:	Street		
	Suburb		
	City	Postal code	
Phone:	Work	Mobile	
	Email:		
Do you or your organisation hold Public Liability Insurance? <i>(Applicable where members of the public are participating in or attending a function/event/activity.)</i>			
Yes	No	Value	
PUBLIC LIABILITY INSURANCE: Any hirer classified as a sporting body, school, club, association, corporation, incorporated body or hiring for commercial or profit based activities will be required to provide Public Liability Insurance to a minimum of \$10,000,000.			

SPORTING RESERVES/FIELDS

Oasis Playing Fields No 1	Oasis Playing Fields No 2	Wallace Park
Sir Richard Moore Oval	Morrison Oval	Shepherdson Park
Usher Park East	Usher Park West	Norkal Park
Edwards Park	Digger Daws Oval	Ray Finlayson Whole Playing Fields
Ray Finlayson Cricket Fields	Ray Finlayson Soccer Fields	Ray Finlayson Rugby Fields
Other <i>(Please specify)</i>		

DATE AND TIME REQUIREMENTS

Please be advised that set up and clean up/pack up times must be included in the booking form.

Day of week	Date
Setup start time	Event start time
Event finish time	Pack/clean up finish time

TYPE OF FUNCTION/EVENT/ACTIVITY

Short description of Function/Event/Activity:		
Expected Attendance (Max):	Adults (Over 18)	Children (Under 18)

ADDITIONAL DETAILS

	YES	NO		YES	NO
Do you require vehicle access? ¹			Is your vehicle over 3 tonnes? ²		
Will you be using the power outlets?			Will you have amplified music at your event?		
Do you wish to consume/serve alcohol? ³			Do you wish to sell alcohol?		
Will you be serving food at the facility? ⁴			Do you require use of the BBQs?		
Will you require lighting?			Details:		
Will you be erecting any temporary structures:			Details:		
Does your booking involved any commercial activity?			Details:		
Will you be storing any goods or valuables at the facility?			Details:		
Do you plan to erect a bouncy castle/provide farm animals/pony rides/live entertainment/games?			Details:		

Notes:

¹ Private vehicle access at Hammond Park is not permitted unless prior approval has been arranged through the City Bookings Officer.

² Special approval is required for vehicles over 3 tonnes.

³ Strictly no glass permitted on the City's Parks, Ovals or Reserves.

⁴ Commercial food vendors will not be permitted in Hammond Park unless prior approval has been arranged through the City Bookings Officer.

SCHEDULE OF FEES & CHARGES – PARKS, RESERVES & SPORTING FIELDS

Bonds

Key Bond (<i>To be collected the closest business day to the event and returned as soon as possible to the City Administration Building</i>)	\$62.00
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Sporting Reserves & Lighting

Public access to sporting reserves is limited due to seasonal sport and recreation activities. Please contact the City's Bookings Officer to confirm availability prior to planning your event/booking

Sporting Reserve Hire Fees

All Sporting Reserves	Half Day Hire (< 4 hours)	\$122.00	Full Day Hire (> 4 hours)	\$244.00
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Lighting Fees (per hour)

Ray Finlayson Playing Fields

Soccer Field 1	\$11.00	Soccer Field 2	\$11.00
Soccer Field 3 (<i>Hallmark</i>)	\$40.00	Soccer Field 4 (<i>Rear Hallmark</i>)	\$14.00
Cricket Field 1	\$19.00	Cricket Field 2	\$46.00
Rugby Field	\$19.00	Cricket Nets	\$3.00

Oasis Playing Fields No 1

South	\$36.00	North	\$29.00	Full Field	\$64.00
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Oasis Playing Fields No 2

Full Field	\$48.00
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Usher Park

East	\$8.00	West	\$8.00	Full Field	\$15.00
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Shepherdson Park

East	\$25.00	West	\$25.00	Full Oval	\$50.00
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Other Parks

Sir Richard Moore	\$48.00	Wallace Park	\$10.00	Digger Daws Oval	\$35.00
Norkal Park	\$8.00	Edwards Park	\$4.00	Morrison Oval	\$32.00

Fees and bonds for a large community event or commercial activity are to be determined by the Chief Executive Officer upon application.

Refuse Bins for Events

The Event Organiser is responsible for making the appropriate arrangements for the collection and removal of all litter occurring as a result of the event. Please confirm the quantity required with the City's Bookings Officer and provide proof of booking of bin/s at least one (1) week prior to the event.

Toilet Paper, Hand Soap/Sanitiser, Paper Towels, etc.

It is the responsibility of the Event Organiser to provide toilet paper, hand soap and/or hand sanitiser, paper towels, etc. for the attendees of their event.

CUSTOMER DECLARATION

1. By signing this application form the hirer confirms:
 - That they have received a copy of the Conditions of Use of Recreational Reserves Policy.
 - The customer acknowledges that they will abide by the Terms and Conditions outlined in the documents.
 - That a breach of policy may result in forfeiture of bonds or subsequent financial penalties.
 - *That they can be held liable for call out fees by the City's security service provider should venues not be properly locked up and alarm systems activated.*
2. A booking is not deemed confirmed until all appropriate forms and bond payments/fees have been received by the City of Kalgoorlie-Boulder.
3. Commercial bookings must receive the approval of the Chief Executive Officer prior to being deemed confirmed.
4. In the event that more than one application is made for the hire of the same area of a facility at the same time, the Chief Executive Officer shall determine the hirer to have priority.
5. The City reserves the right to refuse a booking if it is perceived that there is a conflict of interest with other bookings on the day.

When a bond is required to be paid, whether it be for the use of a key or relating to the facility hire, it is the City of Kalgoorlie-Boulder's policy that such bonds will be returned to the customer by cheque/EFT no less than ten working days from the date when the key was returned. Refunds will only be made the person/business/organisation the receipt was issued to – if someone else paid on behalf of the hirer it will be their responsibility to get the monies from the payee. Failure to return a key within 5 working days after issue or damage to City property may result in a loss of bond.

SIGNED BY HIRER

Name in Print: _____ Signature: _____ Date: ___/___/_____