

CASUAL SPORTSGROUND APPLICATION FORM

(For Council managed sportsgrounds)

For all pre-season, finals, casual and event bookings please complete a casual booking form.

Section 1: Applicant details

Name of Club/Group/Individual: _____

Contact Person: _____

Phone: _____ Daytime No. _____

Mobile: _____ Email: _____

Postal address: _____

Suburb: _____ Postcode: _____

Section 2: Sportsground Request

Note: If more than one sportsground is being requested, please also complete section 2.1.

- | | |
|--|--|
| <input type="checkbox"/> Green Hill Reserve (Upper Oval), Wallan | <input type="checkbox"/> Green Hill Reserve (Lower Oval), Wallan |
| <input type="checkbox"/> JJ Clancy Reserve, Kilmore | <input type="checkbox"/> LB Davern Reserve, Wandong |
| <input type="checkbox"/> Chittick Oval, Seymour | <input type="checkbox"/> Bennett Oval, Seymour |

2.1 Sportsground Request

Only select if a second sports ground is being requested

- | | |
|--|--|
| <input type="checkbox"/> Green Hill Reserve (Upper Oval), Wallan | <input type="checkbox"/> Green Hill Reserve (Lower Oval), Wallan |
| <input type="checkbox"/> JJ Clancy Reserve, Kilmore | <input type="checkbox"/> LB Davern Reserve, Wandong |
| <input type="checkbox"/> Chittick Oval, Seymour | <input type="checkbox"/> Bennett Oval, Seymour |

Grounds may become unavailable during mid march and mid september due to seasonal changeover. Council will be in contact with the club prior to any works being undertaken.

Section 3. Booking Request

Note: If more than one sportsground is being requested, please also complete section 3.1

Depending on the nature of your application Council may require you to submit extra documents, forms or permit applications. Council will notify you of any further requirements.

Day	Date/s e.g. 21/08/2017	Time - including set up and pack up e.g 4pm-9pm	Juniors or Seniors
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

3.1 (for second sportsground if requested)

Day	Date/s e.g. 21/08/2017	Time - including set up/pack up e.g 4pm-9pm	Juniors or Seniors
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

3.2 Please provide information about the purpose and requirements of this Booking Request including any equipment you are proposing to use

3.3 Additional Information

- > Do you require access to the pavilion YES NO
- > Do you propose to sell food YES NO
- > Do you propose to sell and/or supply liquor YES NO
- > Will you require extra bins (fees apply) YES NO
- > Will you be using a PA system or amplified music YES NO
- > Will you be charging entry fees or selling any products/services YES NO
- > Do you propose to erect portable structures or amusement devices YES NO

If YES, please specify if other requirements necessary _____

Section 4: Document Checklist

Please attach the following documents to your application:

- > Certificate of Incorporation under the Association Incorporation or other Act
- > Certificate of Currency of Public Liability Insurance (minimum \$20M)
- > Copy of Food Registration (if applicable)
- > Copy of Liquor Licence (if applicable)

Section 5: Declaration

The information I have provided in this application is true and correct. I accept the terms and conditions of use and understand the need to contact council if any details change

Name: _____ Date: _____

Signature: _____

On behalf of: (club/group) _____

Section 6: Submitting your application

Please submit your application to Mitchell Shire Council at least 7 days prior to your proposed activity date via email or post.

Email: recreation@mitchellshire.vic.gov.au

Post: Mitchell Shire Council
Recreation and Open Space Team,
113 High Street, Broadford 3658

Section 7: Fees and Charges

Council introduces new fees on 1 July annually. Hirers will be invoiced based on the fees and charges for the financial year of the date/s of their booking usage. Unit of measure: Half day = less than 4 hours and Day = 4 hours or more.

Casual Sportsground playing field hire 2018/19			
Service description	GST	Unit of measure	2018/19 (GST Incl. if applicable)
Casual Hire	Y	Half Day	\$92.50
Casual Hire	Y	Day	\$180.00
Casual Hire – Junior Activity/school sports carnival	Y	Half Day	\$66.50
Casual Hire – Junior Activity/school sports carnival	Y	Day	\$133.50

Personal information collected by Mitchell Shire Council is used for municipal purposes as specified in the Local Government Act, 1989 or other relevant legislation. The personal information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations, if required by legislation. The applicant understands that the personal information provided is for the above purpose and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer or refer to the process for access to information under the Freedom of Information Act 2001.