

SEASONAL APPLICATION FORM

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

Section 1: Applicant details

Name of Club/Group: _____

Website: _____

Club contact: _____ Position at Club: _____

Phone: _____ Daytime No. _____

Mobile: _____ Email: _____

Postal address: _____

Suburb: _____ Postcode: _____

1.1 Committee Details

President

Name: _____

Phone: _____ Email: _____

Vice President

Name: _____

Phone: _____ Email: _____

Secretary

Name: _____

Phone: _____ Email: _____

Treasurer

Name: _____

Phone: _____ Email: _____

Section 2: Seasonal Booking Request

Winter season (1 April – 31 August) Summer season (1 October – 28/29 February)

You may only apply for one season per application

Note: If more than one sportsground is being requested, please also complete section 2.2 on page 3.

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.

2.1 Sportsground Request

TRAINING

Reserve/Oval Name: _____

Dates: from _____ to _____

Day	Time (eg. 6pm – 8.30pm)	Age groups (eg. juniors or seniors)	Pavilion use required (yes or no?)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

COMPETITION

Reserve/Oval Name: _____

Dates: from _____ to _____

Day	Time (eg. 6pm – 8.30pm)	Age groups (eg. juniors or Seniors)	Pavilion use required (yes or no?)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

2.2 Sportsground Request

(For use of a second oval if required)

TRAINING

Reserve/Oval Name: _____

Dates: from _____ to _____

Day	Time (eg. 6pm – 8.30pm)	Age groups (eg. juniors or seniors)	Pavilion use required (yes or no?)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

COMPETITION

Reserve/Oval Name: _____

Dates: from _____ to _____

Day	Time (eg. 6pm – 8.30pm)	Age groups (eg. juniors or Seniors)	Pavilion use required (yes or no?)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

2.3 Additional Information

Do you propose to sell food YES NO

Do you propose to sell and/or supply liquor YES NO

Do you propose to erect portable structures or amusement devices YES NO

If Yes, please specify if other requirements are necessary _____

Will your club be hosting any special events during the season? YES NO

Please specify _____

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.

Section 3: Club Membership

3.1 Membership numbers

Please provide your club's membership information from the previous season.

Member Type	Male	Female	Total
Junior			
Senior			
Social			
Total			

3.2 Team and Grades

Category	Number of Teams/Age groups from previous season (if 3 teams – u10, u12 and u14)	Anticipated number of Teams/Age groups for upcoming season (4 teams – u10 *2, u12 and u14)
Junior Girls		
Junior Boys		
Junior Mixed		
Senior Women		
Senior Men		
Official (Veteran)		

Section 4: Document Checklist

Please attach the following documents to your application:

- > Certificate of Incorporation under the Association Incorporation Act
- > Certificate of Currency of Public Liability Insurance (minimum \$10M)
- > Copy of Food Registration (if applicable)
- > Copy of Liquor Licence (if applicable)
- > Updated Public Information form
- > Copy of most recent Annual Report, including Financial Statements
- > Copies of competition fixtures are required to be submitted once available
- > Copy of the minutes from clubs last AGM
- > Copy of your current Business Plan

Section 5: Declaration

I am authorised to submit this application form on behalf of the club/group named in section 1. The information I have provided is true and correct to the best of my knowledge. I accept the terms and conditions of use and understand the need to contact council if any details change

Name: _____ Position: _____

Signature: _____ Date: _____

On behalf of: (club/group) _____

Section 5: Submitting your application

Please submit your application to Mitchell Shire Council via email, fax or post.

Email: recreation@mitchellshire.vic.gov.au

Phone: (03) 5734 6200

Fax: (03) 5734 6222

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

Section 6: 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.

Seasonal Sportsground playing field hire 2017/18			
Service description	GST	Unit of measure	Charge
JJ Clancy, LB Davern and Chittick – Fixtured games and training	Y	Season	\$1,280.00
JJ Clancy, LB Davern and Chittick – Fixtured games and training (junior club)	Y	Season	\$985.00
Bennet – Fixtured games and training	Y	Season	\$999.00
Bennet – Fixtured games and training (junior club)	Y	Season	\$730.00
Greenhill (Upper and Lower) – Fixtured games and training	Y	Season	\$1,540.00
Greenhill (Upper and Lower) – Fixtured games and training (junior club)	Y	Season	\$1,155.00

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