

## STADIUM APPLICATION FORM

### (for Broadford and Wandong stadiums)

Please note: An application does not guarantee that a booking will be approved. Bookings will be assessed by the Recreation Officer. Applicants will be notified on the outcome of the application.

### Section 1: Applicant details

Club/Group/Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Daytime No. \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

### Section 2: Stadium Request

Broadford Stadium

Wandong Stadium

#### 2.1 Facilities Requested

##### Broadford Stadium

Court 1

Court 2

Change rooms

Squash Court 1

Squash Court 2

Multi-Purpose Room

##### Wandong Stadium

Court

Home Change room

Away Change room

Kitchen

### Section 3: Booking Request

Regular hire – Ongoing regular activity for a specific time period (eg. weekly or monthly)

Casual hire – One off activity

| Day       | Date/s (eg 12/9/2018 - 30/3/2019) | Time including set up and pack up (eg. 6pm – 8.30pm) | Juniors or Seniors | Approximate number of people attending |
|-----------|-----------------------------------|--|--------------------|--|
| Monday    |                                   |  |                    |  |
| Tuesday   |                                   |  |                    |  |
| Wednesday |                                   |  |                    |  |
| Thursday  |                                   |  |                    |  |
| Friday    |                                   |  |                    |  |
| Saturday  |                                   |  |                    |  |
| Sunday    |                                   |  |                    |  |

**3.1 Please provide information about your application including the purpose, requirements and any equipment you are proposing to use.**

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**3.2 Additional Information**

- > Do you propose to erect portable structures or amusement devices  YES  NO
- > Will you be charging entry fees or selling anything (eg tickets)  YES  NO
- > Do you require tables or chairs (fees apply)  YES  NO
- > Will you be using a PA system or amplified music  YES  NO
- > Do you have any other requirements  YES  NO

If YES then please outline: \_\_\_\_\_

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 4: Document Checklist

Please attach the following documents to your application:

- > Certificate of Currency of Public Liability Insurance (minimum \$10M)
- > Certificate of incorporation (if applicable)
- > Food Registration (if applicable)
- > Liquor Licence (if applicable)

I/We do not have Public liability insurance and would like Council to arrange on our behalf  
(please tick box if requested)

(Subject to review, fees will apply. Only available for casual bookings)

## 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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

On behalf of: (club/group) \_\_\_\_\_

## Section 6: 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 7: Fees and Charges

Mitchell Shire Council introduces new fees and charges on 1 July annually.

### Stadium Hire Charges 2018-2019 – GST Inclusive

| <b>Peak Charges (per Hour/per Court) (4pm – 10pm Monday to Friday and all day Saturday)</b>  |   |                    |                                |
|--|---|--------------------|--------------------------------|
| <b>Regular User/Association</b>  | <b>Junior Club Regular User/Association</b> | <b>Casual User</b> | <b>Junior Club Casual User</b> |
| \$33.80  | \$25.50                                     | \$37.00            | \$28.00                        |
| <b>Off Peak Charges (per Hour/per Court) (8am – 4pm Monday to Friday and all day Sunday)</b> |   |                    |                                |
| <b>Regular User/Association</b>  | <b>Junior Club Regular User/Association</b> | <b>Casual User</b> | <b>Junior Club Casual User</b> |
| \$30.00  | \$21.50                                     | \$32.00            | \$23.50                        |

### Broadford Multi-Purpose Room Hire Charges

| <b>Regular User (per Hour)</b> |                         | <b>Casual User (per Hour)</b> |                         |
|--------------------------------|-------------------------|-------------------------------|-------------------------|
| <b>Commercial/Private Use</b>  | <b>Community/School</b> | <b>Commercial/Private Use</b> | <b>Community/School</b> |
| \$19.00                        | \$9.50                  | \$21.00                       | \$12.50                 |

### Broadford Squash Court Hire Charges

| <b>Court per Hour</b> |                    |
|-----------------------|--------------------|
| <b>Regular User</b>   | <b>Casual User</b> |
| \$12.50               | \$13.50            |

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.