

### Application instructions

- Complete **ALL** sections of the Application Form. Incomplete applications will **not** be accepted.
- Save as a PDF **with a filename that includes your club name** and send as an attachment via email to [communityvenues@cockburn.wa.gov.au](mailto:communityvenues@cockburn.wa.gov.au), including all attachments as requested.
- Contact the Community Venues Officers on 9411 3444 or [communityvenues@cockburn.wa.gov.au](mailto:communityvenues@cockburn.wa.gov.au) if you have any questions.

### Please note:

- Only request the hours you will be using the reserve.
- Your application will not be confirmed without proof of insurance.
- This application does not include allowances for pre-season training.
- Please provide your season fixtures as soon as possible if not available at time of application.

### Application checklist

Please ensure all the following are included with your application for it to be accepted:

- Completed and signed Application Form
- Up-to-date Public Liability Insurance Certificate of Currency
- Line marking requirements if required
- Liquor licence if your club sells alcohol
- Fixtures if you have received them from your sporting association

Please ensure that you have read and understood the **City of Cockburn 'Guidelines for Seasonal Hire of a Sports Facility'** before signing and submitting this form.

### This application is for:

- Summer season (1 October to 18 March)
- Winter season (1 April to 18 September)

### Club details

Club name	
Type of sport	
Affiliated association	
Club mailing address	
Club email address	
Main contact person *	
Telephone number	
Email address	

\* This is the person designated to be the primary contact with the City for everything related to seasonal hire.

If line marking is being requested, date required by	
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Do you require your linemarking to be the same as last year? Yes No  
 (If No, please complete Page 4)

The City of Cockburn may issue any of the information in this form to members of the public seeking information of this type of activity. If you do not wish your details issued, please tick here.

**SEASONAL SPORTING HIRE APPLICATION**  
Recreation Services – City of Cockburn

**Membership details**

Club membership type

Junior  Senior  Both

Expected membership numbers this season

Juniors  Seniors  TOTAL   
(Up to 18yo) (19yo and over)

**Club Office Bearers**

<b>President</b>	
Mobile number	
Email address	

<b>Secretary</b>	
Mobile number	
Email address	

<b>Treasurer</b>	
Mobile number	
Email address	

Date of First Round		Date of Last Round	
Approx. Finals dates	to		

Will alcohol be sold or consumed by members of your club/organisation on the hire premises? Yes  
(If yes, please attach a copy of the club's Liquor licence to this form) No

Reserves Requested	

**I hereby state that I have read and agree to the conditions as stated in the online 'Guidelines for Seasonal Hire of a Sports Facility' and have completed this application form accurately.**

Name		Signature	
Club Position		Date	

**Details of use**

**Submit a separate Page 3 for each reserve that your club is applying to hire.**

*Seasonal hire fees entitle the sporting club to use of the sporting reserve for up to three (3) training sessions per week and one (1) day of fixtured games.*

<b>Name of sports reserve</b>	
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Day	Time		Purpose
	Start	Finish	Training or match
<b>Monday</b>			
<b>Tuesday</b>			
<b>Wednesday</b>			
<b>Thursday</b>			
<b>Friday</b>			
<b>Saturday</b>			
<b>Sunday</b>			

Amenities required			
Clubroom/ canteen	Changeroom /toilets	Floodlights	Storage

Comments

If the reserve has more than one playing field on it, please advise average weekly usage each field will have this season. This enables the City to monitor wear and tear on each field.

Sports field	Level of competition	Number of seniors using the field	Number of juniors using the field	Number of teams	Number of hours booked per week
<i>e.g. West Oval</i>	<i>Juniors</i>	<i>n/a</i>	<i>200</i>	<i>10</i>	<i>20</i>
<i>e.g. East Oval</i>	<i>Juniors</i>	<i>n/a</i>	<i>160</i>	<i>8</i>	<i>10</i>

## Line Marking

Provide a plan of your field line marking requirements including number of fields/pitches and size if applicable on the grid below.

**Submit a separate Page 4 for each reserve that your club is applying to hire.**

**NO REQUEST = NO lines marked** (Please provide additional layout if necessary)

The City will endeavour to have lines marked as close to the date as possible. Lines may not be marked by the requested date due to ground maintenance and/or line marker contractor unavailability.

Name of sports reserve	
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