

City of Cockburn Recreation Services

Application to Hire – Sporting Reserve

Hirer Contact Details			
Date:			
Contact Name: <i>(Give full legal name)</i>			
Organisation Name:			
Residential Address:		Postcode:	
Postal Address:		Postcode:	
Phone No.:		Mobile No:	
Email address:			

Details of use	
Reserve Name:	
Purpose of hire (e.g. soccer training, sports carnival):	
No. of people expected:	

Day	Date	Time (From – To)

Does your club/organisation require use of the following? (Please tick)									
Changerooms	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Kitchen	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Toilets	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Clubrooms	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Floodlights	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Meeting Room	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

* **Please note:** If you require the use of clubroom or kitchen facilities, you may be required to liaise with the in-season club to make additional booking arrangements – fees may apply. Club contact details will be provided with your reserve booking confirmation letter.

Will the purpose of hire involve/require any of the following (If YES, give details)				
Marquee	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Vehicle Access	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
PA System	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Food Permit	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Power	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Irrigation to be turned off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Additional Bin Hire	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Additional Cleaning	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Any other				

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Will alcohol be **consumed** by members of your club/organisation whilst on the hire premises?

***Yes** **No**

**If yes, please complete the application for Consent to Consume Liquor below. (No glass is permitted on council reserves) If alcohol is to be sold on the reserve or premises then you must supply the City with a copy your temporary liquor license from the Dept. of Racing, Liquor and Gaming)*

Fees and Charges Guide

Reserve/Facilities	Cost per hour	Cost per day
Public Event	n/a	\$150
Active reserve hire	\$26	\$92
Reserve hire with lights	\$28	-
Changerooms	\$30	\$42
Toilets	\$20	\$30
Access to on-site Power (if avail)	\$100	\$100
Additional Cleaning	\$55	-
Additional Bin Hire	\$10.50	-

** Reduced rates may apply if events are solely for U18 participants.*

Thank you for completing the application form. Once returned, your booking application will be processed and a confirmation letter will be sent to your contact address. The confirmation letter will provide further information regarding club contacts, keys and payment information etc.

Please sign and email application form to communityvenues@cockburn.wa.gov.au or submit in person at the City of Cockburn administration building at 9 Coleville Crescent, Spearwood.

I/We hereby acknowledge having read the Conditions of Use and agree to ensure compliance therein.

Name:	Date:
Signature:	

Application for Consent to Consume Liquor on Council Premises

Name:	
Reserve/s:	Hire Date:
Activity/Event:	
Applicant Signature:	Applicant Date:

Office Use Only:	
Authorising Officer: _____	Date: _____
Approval for consumption of liquor on site: YES / NO	
Signed: _____	

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Sporting Reserve – Conditions of Use

1. Applications/Bookings

- 1.1. All applications must be on the official application form.
- 1.2. Applicants must be 18 years or over and able to produce a valid WA driver's licence, passport or proof of age card.
- 1.3. All bookings are to be confirmed in writing a minimum of 3 weeks prior to the booking date and up to 12 months in advance. City of Cockburn reserves the right to cancel any booking for council business or due to unforeseen circumstances, as per Local Laws part VII, Division 2, 7.6 (e).
- 1.4. All hire will be a minimum of one hour with 30min increments allowed thereafter.

2. Charges

- 2.1. All times booked will be paid for including setting up and cleaning up of the facility.
- 2.2. Costs of hire and bonds are in accordance with the current Fees and Charges Guide.
- 2.3. Payment for costs of hire must be received by the City of Cockburn 14 (working) days prior to the hire date. Payment options are outlined on the Tax Invoice.
- 2.4. Cancellations made less than two weeks before the hire date will forfeit the full hire charge.
- 2.5. The hirer may make application for a transfer to another date without forfeit depending on circumstances and the availability of the facility.

3. Public Events and High Risk Users (as determined by the authorising officer)

- 3.1. Events that expect more than 100 people in attendance, provide food or alcohol sales, or use animals may require additional information and insurance checks or be considered a "Public Event". Check with the Booking Officer if you think this may apply to you.
- 3.2. Additional requirements for high risk users include (but not limited to): minimum of four weeks' notice; applicants must provide a copy of driver's licence; \$1000 bond payable two weeks prior to the booking. Other requirements may be requested by the Bookings Officer depending on the nature of the event.
- 3.3. Bonds may apply (see below)

4. Bonds

- 4.1. A bond as per the Fees and Charges Guide will be applicable to all bookings.
- 4.2. Bonds are transacted using a pre-authorisation via a valid credit card. This must be transacted within the two days prior to the booking date.
- 4.3. The bond will be held against the following:
 - 4.3.1. Damage to any council buildings or equipment.
 - 4.3.2. Breach of the Conditions of Use.
 - 4.3.3. Any false or misleading information is given regarding the nature of the booking.
- 4.4. The hirer will be liable for costs for damage etc. in excess of the bond deposited.
- 4.5. The pre-authorisation bond will be released within 14 days if there is no breach to the Conditions of Use.
- 4.6. For any breach of the Conditions of Use there will be a deduction of all or part thereof from the bond at the discretion of the authorising officer.
- 4.7. Call outs for Co-Safe Security Patrols or other council works caused by the hirer, or resident complaints, may incur a fee to the hirer.
- 4.8. The hirer should use only tagged and tested electrical equipment. If a hirer uses equipment not tagged & tested and it causes an electrical fault (including power to trip) and invokes a call out, this fee will be charged to the hirer.
- 4.9. Administration costs incurred by the Council addressing anti-social behaviour at events or during general hire will incur a fee.
- 4.10. Bond will be forfeited in the event of any substantiated community complaints being received, in respect of anti-social behaviour/activity attributed to patrons of the event conducted at the premises.

5. Restrictions

- 5.1. Helium balloon release is not permitted.
- 5.2. Set up and clean up time is to be included with the time booked and paid for. The hirer must not use the facility before or after these times
- 5.3. Noise levels must comply with the Environmental Protection (Noise) Regulations 1997. Further advice may be obtained from the City of Cockburn Environmental Services. Please contact 9411 3444 for further information
- 5.4. Under no circumstances can an event to be held in one of the City of Cockburn's Community facilities be advertised on the internet or social media without the approval from the City.
- 5.5. Function set up and clean up time is to be included with the time booked and paid for.
- 5.6. Smoking is restricted to well-ventilated outdoor areas, and any discarded butts must be disposed of appropriately. Smoking is not permitted around playgrounds or less than 6 metres from entry points to any buildings

6. Please ensure you include on the application form:

- 6.1. Need for vehicle access
- 6.2. Bouncy castles, inflatable obstacle courses, amusements' and animals
- 6.3. Use of marquees
- 6.4. Provision of food
- 6.5. Expectation of consumption or sale of alcohol
- 6.6. Bonds, restrictions' or conditions may apply to any of the above.

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7. City of Cockburn Responsibilities

- 7.1. The City of Cockburn will take every reasonable care and precaution to ensure that all utilities, services, and equipment are in proper working order, but will not accept responsibilities for breakdowns beyond their control.
- 7.2. The City of Cockburn will make every effort to provide the hirer with a clean and tidy facility.
- 7.3. The City of Cockburn is not responsible for any damage, theft or loss of items belonging to or the responsibility of the hirer.

8. Hirers Responsibilities

- 8.1. Liquor Licenses are the sole responsibility of the hirer, subsequent to permission being granted by the City of Cockburn for liquor to be consumed on the premises, according to the Liquor Licensing Act 1988 Section 119 (1).
- 8.2. Liquor Licenses are required when liquor is sold or provided under a door/cover charge.
- 8.3. Hirers must show respect and common courtesy for other user groups within the centre or persons in nearby premises.
- 8.4. The hirer is responsible for the behaviour of all persons attending the function or activity.
- 8.5. Hirers are responsible for the insurance of their own equipment or supplies, which are stored or left at the venue.
- 8.6. Hirers are responsible for any public liability in respect to their activity. The City of Cockburn's public liability will only cover injury, loss, or damage as a result of any proven neglect or default of the city.
- 8.7. Should any accident and/or injury occur in the hired venue as a result of the hirers function and/or activity or general hire of the venue, the City of Cockburn cannot be held liable under any circumstance.
- 8.8. It is the responsibility of the hirer to inspect the facility and ensure suitability prior to making a booking.

9. Cleaning

- 9.1. At the conclusion of the hire, the hirer shall:
 - 9.1.1. Leave the entire building in a clean and tidy condition.
 - 9.1.2. All external surrounding areas, car parks, verges, and park lands to be left clean and tidy.
 - 9.1.3. Place all rubbish in bins.
- 9.2. It is the responsibility of the hirer to remove all excess rubbish from the premises.

10. Keys/Security

- 10.1. All keys/cards are to be allocated by the Community Venues Officer. Keys/cards are available 8.30am – 4.00pm Monday – Friday.
- 10.2. Keys/cards are to be returned prior to 4.30pm the next working day.

11. Compliance with Legislation

- 11.1. The hirer must comply with the provisions of all relevant State and Commonwealth legislation and in particular, the Environmental Protection Act 1986, the Environmental Protection (Noise regulations) 1997 and Health Act 1911.

12. Compliance with Local Laws

- 12.1. The hirer must ensure compliance with the City of Cockburn's local laws.

13. Disputes

Any disputes concerning bond refunds or complaints must be made in writing and marked:
Attention: Recreation Services Manager, City of Cockburn, PO Box 1215, BIBRA LAKE DC WA 6965