



48 Old Perth Road, Bassendean WA 6054  
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## **RESERVES HIRE APPLICATION FORM - CASUAL**

- Reserve to be hired:
- Ashfield Reserve (Guildford Road, Ashfield)
  - Jubilee Reserve (Robinson Road, Eden Hill)
  - Point Reserve (North Road, Bassendean)
  - Sandy Beach Reserve (West Road, Bassendean)
  - Steel Blue Oval, Bassendean (West Road, Bassendean)
  - Other: \_\_\_\_\_

*THIS FORM CAN ONLY BE COMPLETED BY THE PERSON WHO WILL BE RESPONSIBLE FOR PAYMENT OF THE ACCOUNT*

Name of Hirer \_\_\_\_\_  
Name of Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_  
(mobile) \_\_\_\_\_ (fax) \_\_\_\_\_  
Email Address \_\_\_\_\_

Does the Hirer/Club/Group/School have current public liability insurance?

Yes (Please attach a copy of your certificate of currency for public liability cover)  
No (Please see 3.0 Conditions of Hire)

Is the Hirer/Club/Group/School Incorporated?

Yes (Incorporation number is: \_\_\_\_\_)  
No

Does the Hirer/Club/Group/School have an Australian Business Number (ABN)?

Yes (ABN is: \_\_\_\_\_)  
No

### **Council Approval Required**

Will alcohol be consumed at the reserve? Yes / No  
Will you be selling alcohol at the reserve? Yes / No  
(If yes, please forward us a copy of your liquor licence 7 days prior to your booking)



## Conditions for the Casual Use of Town of Bassendean Facilities

### **Application Process**

1. Hirers must apply for the booking of reserves through the Town of Bassendean by completing the prescribed application form (noting the conditions of use). The Town of Bassendean will presume acceptance of the hire conditions stipulated on the form upon receipt of a signed form from the hirer.
2. Casual hirers of reserves must pay at the time of the booking to secure their booking. Payment can be made in person at the Town of Bassendean admin building during office hours at 48 Old Perth Road, Bassendean; or posted and made payable to the "Town of Bassendean", PO Box 87, Bassendean, WA, 6934.
3. Casual hirers who request the use of facilities at reserves (i.e. change rooms, club rooms, lights) shall arrange to collect a key from the Town of Bassendean admin building several days before the booking, and return the key immediately following the booking. The hirer will be liable to reimburse the Town of Bassendean for loss or damage caused to the key.

### **Risk management/Insurance**

4. Risk Management - The "golden rule" is that hirers have a duty of care to ensure they take all reasonable steps to provide a safe event or activity for the participants at the booked reserve.
5. Public Liability Insurance - The Town of Bassendean has arranged a "Casual Hirer's Liability Policy", which is designed to provide public liability insurance coverage for casual hirers of reserves owned by the Town of Bassendean. Hirers should note that this coverage is only provided for individuals or groups that are not incorporated and who utilise Town of Bassendean reserves on a one-off / occasional basis (up to ten times a year). Hirers should also note that they are not covered under this policy if they hire a reserve for use on a regular basis (more than ten times a year) or if the hirer is an incorporated group, sporting club or association. Such hirers shall be responsible for arranging their own insurance coverage.
6. Clubs must provide the Town of Bassendean with a certificate of currency with this booking form.
7. Hold Harmless - the hirer agrees to hold the Town of Bassendean harmless for any liability arising.

### **Working with Children Legislation**

8. The hirer is responsible to comply with the Working with Children legislation. The Town reserves the right to refuse an application that doesn't comply with the policy.

### **Entry Fees**

9. The hirer shall not charge an entry fee to any reserve unless the charge has been authorised by the Town of Bassendean.

### **Liquor consumption**

10. The hirer of any reserve must comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code or any other relevant Act in force.
11. Functions or events on reserves involving the consumption of Liquor must receive written approval from the Town of Bassendean, and it is the responsibility of the hirer to notify the Town of Bassendean to request such approval.

### **Ground and marking conditions**

12. Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of the above will be charged for reinstatement costs and/or repairs.
13. Pointed objects are not to be driven into the surface of any reserve unless approved in writing by the Town of Bassendean, e.g. erection of star pickets, tent pegs, etc.
14. Reserves shall only be marked with materials approved by the Town of Bassendean. Lime, creosote, herbicide or sump oil is not to be used under any circumstances for marking reserves, and hirers will be liable for any damage caused by using incorrect materials.
15. The use of confetti or similar materials is not allowed.

### **Litter and parking**

16. All areas are to be left clean and tidy at the conclusion of each hire period. It is the hirers responsibility to provide additional bins or have rubbish removed from a ground/venue if a function or activity generates an excessive amount of rubbish. Glass containers (including stubbies) must be removed totally from the ground/venue and not placed in the bins provided at the facility.
17. No parking of vehicles on the reserve except in areas allocated for that purpose.

### **Damage/Residents complaints**

18. The hirer of any part or parts of a reserve shall maintain and keep good order and decent behaviour within the reserve, and shall be solely and entirely responsible for the carrying out and compliance with the requirements of these Local Laws and for any damage done to the buildings, fixtures, fittings, furniture etc and shall pay such damages as may be assessed by the Council. All equipment brought onto a ground/venue is to be removed at the end of each hire period.
19. The hirer must be mindful of residents in the immediate vicinity. Any complaints received could jeopardize future applications.
20. Non-observance of any Town of Bassendean conditions and Council By-laws may result in reconsideration of usage rights as authorized by the Manager of Leisure Services, and may jeopardize future use of Town of Bassendean Reserves.

### **Cancellation of booking**

21. The hirer shall give a minimum of 28 days written notice to the Town of Bassendean for cancellation of any booking. If this does not occur the hirer will be liable to pay the hire fee or part thereof to the Town of Bassendean.
22. Additional hire conditions may apply as authorized by the Town of Bassendean.

### **Additional conditions for Steel Blue Oval, Bassendean**

23. Hirers of the oval shall be responsible for supplying their own equipment relating to the use of the ground, and not burden the Swan Districts Football Club with equipment requests.
24. Hirers of the oval using the Bill Walker Stand change rooms must ensure all litter and other rubbish is picked up and placed in a mobile garbage bin at the oval.

### **Acceptance of Conditions**

I have read and understand the above conditions and am authorised to accept them on behalf of the hirer / club / group / school named previously.

NAME OF APPLICANT: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_