



48 Old Perth Road, Bassendean WA 6054
PO Box 87, Bassendean WA 6934 (ABN: 20347405108)
Ph: (08) 9377 8000 Fax: (08) 9279 4257 E: mail@bassendean.wa.gov.au

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 _____
Postal 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 5.0 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)

PURPOSE OF HIRE AND BOOKING TIMES REQUIRED:

PURPOSE OF HIRE: (i.e. Type of event or activity)	
SECTION OF RESERVE REQUIRED:	
DATE REQUIRED:	
START TIME: (am/pm)	
FINISH TIME: (am/pm)	
APPROXIMATE NUMBER OF USERS:	Adults = Children =

APPROVAL REQUIRED (Please circle):

DO YOU REQUIRE VEHICLE ACCESS TO RESERVE?

YES NO

DO YOU REQUIRE ACCESS TO POWER IF AVAILABLE?

YES NO

DO YOU REQUIRE ACCESS TO CHANGE ROOMS IF AVAILABLE?

YES NO

DO YOU REQUIRE ACCESS TO CLUB / SOCIAL ROOMS IF AVAILABLE?

YES NO

DO YOU REQUIRE ACCESS TO TRAINING LIGHTS IF AVAILABLE?

YES NO

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.
4. On receipt of your completed application, consultation with the Town's Health Services will be carried out to determine if further public event approvals will be required.

Risk management/Insurance

5. 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.
6. 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.
7. Clubs must provide the Town of Bassendean with a certificate of currency with this booking form.
8. Hold Harmless - the hirer agrees to hold the Town of Bassendean harmless for any liability arising.

Working with Children Legislation

9. 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

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

Liquor consumption

11. 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.
12. 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.

Signs and Advertising

13. Depending on the type of sign or advertising that is proposed, you may require a permit, please contact the Town's Planning Services on 9377 8000 for more information and to discuss your requirements.
14. Signage for public events held in the Town shall be limited to advertising the event and will require the applicants name/logo to be clearly stated & included on all digital, online and print promotional material developed for the purposes of promoting the event.
15. The sign shall use symbols and lettering of a sufficient size to be clearly legible when observed from a distance and clearly state who is responsible for the event.
16. The content of the sign shall be limited to advertising an activity or event and providing direction to its location.
17. The sign shall only be placed for the duration of the activity or event to which the sign relates; unless given permission by the Town.
18. The sign shall be secured while placed so as to not become a hazard, particularly when subject to wind loads.
19. The sign shall not be placed on a footpath.
20. The sign shall not be placed within 1m of a vehicle carriageway, and a carriageway will be deemed to include a parking bay.
21. The sign shall not be placed in any other location where, in the opinion of the local government, the sign is likely to obstruct sight lines along a thoroughfare or cause danger to any person using the thoroughfare.
22. Advertising of your event can only commence when all fees and bonds have been paid in full to the Town of Bassendean.

Ground and marking conditions

23. 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.
24. 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.
25. 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.
26. The use of confetti or similar materials is not allowed.

Litter and parking

27. 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.
28. No parking of vehicles on the reserve except in areas allocated for that purpose.

Damage/Residents complaints

29. 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.
30. The hirer is responsible to lock and secure the Town's facilities after use (including car park gates).

31. The hirer must be mindful of residents in the immediate vicinity. Any complaints received could jeopardize future applications.
32. 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 TOB Reserves.

Cancellation of booking

33. 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.
34. Additional hire conditions may apply as authorized by the Town of Bassendean.

Additional conditions for Steel Blue Oval, Bassendean

35. 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.
36. 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: _____