



RESERVE HIRE APPLICATION - REGULAR

APPLICANT

Name of Hirer
Contact Person
Postal Address
Suburb Postcode
Phone (H) (M)
Email Address

Does the hirer meet the following criteria? *(If so please provide copy of Certificates)*

- Not for Profit
- Incorporation

Does the hirer have an ABN Number?

- No
- Yes

RESERVE TO BE HIRED

- Ashfield Reserve** (Guildford Road, Ashfield)

Section

- Jubilee Reserve** (Robinson Road, Eden Hill)

Section

- Steel Blue Oval** (Cnr Guildford Road & West Road, Bassendean)

Section

- Other**

Reserve

Section

PUBLIC LIABILITY INSURANCE

Does the hirer have current public liability insurance?

- Yes (Please attach a copy of your certificate of currency for public liability cover)

Value \$.....

- No (Please see Conditions of Hire)



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BOOKING DETAILS

Bookings for regular use of sporting reserves will be made under the following arrangements unless otherwise approved by the Town of Bassendean.

- To avoid overlapping with other user groups, please ensure to specify the overall times you require the oval.
- In-season users will have first priority.
- Use of sporting reserves for out of season training or matches will only be available if the reserve is not being utilised by in-season users.
- Out of season usage attracts similar fees to in-season use and is calculated on a pro-rata basis.

Pre-Season (if required)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date							
End Date							
Start Time							
End Time							

Winter Season: 1st April to 30th September & Summer Season: 1st October to 31st March

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start Date							
End Date							
Start Time							
End Time							

Training Lights

Do you require access to training lights if available? Yes No

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Per Week
Start Time								
End Time								

Teams

You will be invoiced on the number of teams you have playing and training.

Number of Junior Teams (Under 11's to Under 18's)

Number of Adult Teams (Over 18's)

Fixtures

Please attach a set of fixtures for when you require the oval. Please ensure that you provide all the fixture dates to prevent double bookings from occurring. You will be invoiced on the number of teams you have playing and training.

First Fixture Date

Final Fixture Date

Access

Do you require access to change rooms? Yes No

Do you require vehicle access to the reserve? Yes No



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TERMS AND CONDITIONS OF HIRE

Basis of Hire and Use

1. The hirer may only use the reserve for the purposes shown on the completed reserve hire application form. Only the specific reserve(s) booked may be used and only for the day(s) and times(s) confirmed. Hire times must also include all setup and pack up/clean up required in the period booked. The reserve must be vacated by the time stated on the confirmation letter.
2. Hirers must apply for the booking of Town of Bassendean reserve by completing the relevant application form, noting the terms and conditions of use. Upon receipt by the Town of Bassendean, a signed form by the hirer indicates acceptance of the terms and conditions of hire.
3. All applications for regular bookings must be submitted to the town for processing, if this does not occur the Town has the right to book the reserve to other users.
4. Please note that during the Christmas / New Year period the Town of Bassendean office opening hours change. It is the responsibility of hirer to be aware of the opening hours.
5. Anti-social behaviour will not be tolerated.

Payment of Hire Fees & Bond

6. Payment of regular hire is to be made in full up front. Please ensure you bring/attach a copy of your invoice, as this will be required to process your payment.
Payment can be made by the following methods
 - In Person before 4:00pm at the Town of Bassendean Customer Service Centre – 35 Old Perth Road, Bassendean.
 - By Cheque made payable to the 'Town of Bassendean' and posted to PO Box 87, Bassendean, WA, 6934
 - By Credit Card over the phone, please call 9377 8000
7. Reserve & Key Bonds are applied to bookings in accordance with the current Town of Bassendean Schedule of Fees and Charges.
8. As the Town cannot invoice into a trust account we are unable to provide an invoice for bonds.

Key Collection

9. If required regular hirers shall arrange to collect a permanent/casual key from our Customer Service Office – 35 Old Perth Road, Bassendean between the hours of 9:00am – 4:00pm. Please ensure you bring a copy of your confirmation letter as this will be required for the issue of the key. A \$100 permanent key bond will apply.
10. If additional keys (more than 1) are required (on top of original key) a cost of \$20 will apply. This does not apply in the event of a lost key.

Refund of Bond

11. Bonds will be refunded within 10 working days of refund authorisation. The hirer will be required to complete a bond refund form and submit to the Town of Bassendean.
12. Bond deductions will occur as a result of
 - Damage to the hired reserve and/or surrounds (turf or reticulation damage)
 - Damage to the hired reserve facility (public toilets/facilities, club rooms, change rooms)
 - Additional clean-up costs/litter removal
 - Loss or damage caused to the key

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In the first instance funds will be withheld from bonds paid to cover costs for loss or damage caused the reserve and/or facility. If the loss or damage totals more than the bonds held the hirer will be liable to reimburse the Town of Bassendean for the full amount of works. The work will be undertaken by the Town immediately, pending review. In the event of any disputes they will be handled as per the Town's complaints process.

Increase of Hire Fees

13. Hire fees are set annually in June and come into effect in July, subject to the endorsement of Council.

Cancellation of Bookings

14. The hirer shall give a minimum of 10 working days **written** notice to the Town of Bassendean for cancellation of any booking. If this doesn't occur the hirer will still be liable to pay the hire fee or part thereof.
15. The Town reserves the right to refuse an application or to cancel a confirmed booking if in its opinion the action is deemed appropriate.
16. The Town may need to cancel or re-schedule a confirmed booking if the hired reserve is required for Council purposes, which could include but not limited to Public Events and Reserve Maintenance. In these instances the Town will endeavour to ensure the hirer is given at least 10 days notification and will make every effort to re-locate your booking to an alternative reserve but if unable to do so the hirer will receive a refund of the cancelled booking.
17. In the event of a local, state or national emergency, Council reserves the right to cancel any booking, potentially without any notice. Any officer representing the Town of Bassendean, the Police or Emergency Services entering the reserve with the intent to secure the reserve for use in a local emergency will have the power to request that you vacate the premises immediately. Hirers will receive a full refund for the cancelled booking.

Risk Management/Insurance

18. Risk Management - 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.
19. Hold Harmless Clause - the hirer agrees to hold the Town of Bassendean harmless for any liability or loss to any person, equipment or property, if it arises during the hire period.
20. Public Liability Insurance – Casual hirers of reserves owned by the Town will automatically be covered by the Town of Bassendean's Casual Hirers Public Liability Insurance Policy. 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 twelve 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 twelve 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.

General housekeeping / Other Obligations

21. 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.
22. 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.
23. In the case of pegs being used to secure nets, marquees and other approved items, pegs must be **PLASTIC**. Any costs resulting from damage caused by steel pegs will be payable by the hirer.
24. 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.

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25. The use of confetti or similar materials is not allowed.
26. No parking of vehicles on the reserve except in areas allocated for that purpose.
27. It is the hirer's 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. The hirer is responsible to lock and secure the Town's facilities after use (including car park gates).
29. Hirers shall not charge an entry fee for the facility unless approved by the Town of Bassendean.
30. Non-observance of any Town of Bassendean conditions and Council By-laws may result in immediate reconsideration of usage rights and may jeopardize future use of TOB reserves.
31. Hired areas must be left clean and secure by the hirer at the conclusion of the activity.
32. Any damage caused to the reserve will be at the expense of the hirer.
33. Additional conditions for Steel Blue Oval
 - a) 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.
 - b) 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.

Equipment and Electrical

34. Any equipment brought onto the reserve must be removed immediately following the hire period. Any equipment left at the reserve is done so at the hirers' own risk.
35. All electrical equipment brought onto the reserve must be in a safe, working condition, tested and tagged by a licensed electrician to ensure electrical compliance.
36. Bouncy castles, amusement rides, petting zoos etc can only be erected at the reserve with express permission by the Town of Bassendean.

Smoking

37. The Town of Bassendean instructs a no-smoking policy at its reserves. It is the responsibility of the hirer to ensure this condition is enforced.

Liquor licence/Consumption

38. 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.
39. No person under the age of 18 years is to consume alcohol at any time on any of the Town of Bassendean reserves.
40. Consumption of liquor on local government property - Hirers must request a liquor permit (\$15.00) from the Town of Bassendean to be able to consume liquor during the hire period.
41. Sale of liquor - If liquor is to be sold, the hirer must first obtain the relevant permit from the Department of Racing, Gaming & Liquor in accordance with Section 43 of the Liquor Act, 1970. A copy of this permit must be supplied to the Town of Bassendean a minimum of 7 days prior to the date of hire.
42. If the booking is a BYO function, the hirer is solely accountable for the responsible service of alcohol and must provide non-alcoholic and low alcohol products as well as ensuring food is available. In addition the hirer should ensure the appropriate behaviour of guests during the booking and consider the safe transport of guests at the conclusion of the booking.



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43. It is the responsibility of the hirer to inform the caterers of all the conditions of hire that apply.

First Aid

44. The hirer must provide all first aid equipment and supplies required during the booking. No first aid equipment or supplies are located at the reserve.

Music/Sound

45. Hirers must be mindful of residents, as any complaints received could jeopardize future applications.

46. The hirer shall control noise to ensure compliance with the *Environmental Protection (Noise) Regulations 1997* at all times, to this regard, ensure music/crowd noise is not audible at the boundary.

Working with Children Legislation

47. 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. A copy is to be provided with booking application.

Emergencies

48. In the case of any emergencies (reticulation, plumbing, electricity) the hirer is to contact the town on phone numbers provided below. For any major emergencies please ensure you call 000 in the first instance.

9377 7480 - Ranger Services (7am - 9pm or 7am – 7pm for the months of May, June, July & August)

0407 440 677 - Manager Recreation and Culture

0488 902 804 - Recreation Development Officer

I declare the information provided in this application form is true and correct, to the best of my knowledge and belief and I have made this application knowing that if it is tendered in evidence I will be guilty of a crime if I have wilfully included anything in it which I know to be false or do not believe to be true.

Acceptance of Conditions

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

NAME OF APPLICANT:

SIGNATURE OF APPLICANT:

DATE: / /

Written advice will be provided once your booking has been confirmed. Please note that submitting this application does not secure a booking.