

Application to hire seasonal active reserve

The City of South Perth (the City) will only confirm your booking when all the relevant documents and payments have been received by the City within the two weeks of the proposed booking date. Failing this will incur a **LATE FEE** as per the fees and charges schedule. Information regarding the availability or costs of facility hire given prior to the assessment of an application is given as an indication only. It does not constitute approval of the application. The City, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. **All applicants must be over 18 years of age.**

Applicant contact details

Mr/Mrs/Miss/Ms Surname: _____ Given names: _____

Organisation (if applicable): _____

Postal address: _____

_____ Postcode: _____

Phone: Home: _____ Work: _____ Mobile: _____

Fax: _____ Email: _____

Website: _____

Social Media (please circle): Facebook Twitter Instagram Other

An invoice for any associated fees or bonds will be sent one month prior to the booking start date.

Please note that invoice details cannot be changed or amended once processed. Please enter the correct details for invoicing here:

Same as applicant details as above

Name: (organisation or person) _____

Address: _____

_____ Postcode: _____

Where the City refunds the bonds or hire fees, it will do so by cheque only. The cheque will be made out to the person or organisation named below and posted to the address listed below (**please make sure the details provided below are correct as the cheque cannot be re issued**):

Same as applicant details as above

Same as invoice details as above

Mr/Mrs/Miss/Ms Surname: _____ Given names: _____

OR

Organisation : _____

Postal address: _____

_____ Postcode: _____

A. Have you previously supplied the City of South Perth with a copy of the club's Certificate of Incorporation? YES NO

If NO, please provide a copy with this application

B. What is the expiry date of current Public Liability Insurance (please attach a copy):

C. Do you require the use of change rooms (only applicable to Collier, John McGrath and Morris Mundy reserves)? YES NO

If YES, you are required to complete and return an application form to hire the respective pavilion change rooms, fees will apply.

Supporting information

Secondary Contact:	Name:			
	Email:			
	Mobile:		Phone:	
Facility Coordinator:	Name:			
	Email:			
	Mobile:		Phone:	
Line Marker:	Name:			
	Email:			
	Mobile:		Phone:	

Notices To:	Name:			
	Email:			
	Mobile:		Phone:	

Membership:	Juniors, 17&under	Male:		Female:	
	Open, 18+	Male:		Female:	

Committee Meetings are held:	
Next AGM is due on:	

Registration and/or Open Days

If you wish to book an Active Reserve for a registration and/or open day, the reserve needs to be booked with the City as it doesn't fall under either Training or Playing.

Organisation:			
Reserve:			
Which area of the reserve do you require?			
Type of event (rego/open day/other):			
Date:			
Set up time:		Start time:	
End time:		Pack up time:	
Age range of participants:		No of participants:	
If you plan for any other activities other than your main sport then these need to be listed here and appropriate approval may be required ie bouncy castles, shade structures, extra bins, access to the reserve, etc. Please also indicate if alcohol is being sold or consumed.			
Have you checked the availability with the current/your shared pavilion lease?			

Will you need to do line marking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what is day and time intended to do line marking?	
<p>Please note: season fixtures must be provided once available prior to round one. For any fixtures, especially finals, that you expect more than 500 people to attend, including spectators, the City requires at least 6 weeks notice. Contact the Club Development Officer on the first instance or Bookings Officer if unavailable.</p>	

Junior fixtures will be published by our State Sporting Assoc/other on or from (date):	
Senior fixtures will be published by our State Sporting Assoc/other on or from (date):	

Declaration of responsibility and acceptance

I am/We are authorised on behalf of, or I am/we are the permit applicant and hereby declare that I/we have read and fully understand this Permit Application and the Permit Conditions as provided by the City pertaining to this application for use of a City Reserve. I/We understand and agree to provide an on site contact to complete and sign the Function Checklist prior to commencement of any activity, if requested by the City in writing prior to the event. By signing this Permit application I/we agree to abide by these conditions and accept all associated requirements of these conditions. I/We declare that I/we have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of bonds and potential prosecution. I/We acknowledge that I/we have completed and returned all attached application forms relevant to my/our proposed event, and agree to abide by all Conditions applied.

Print name: _____ Date: _____

Signature: _____

Please direct all facility booking enquiries to the City's central booking office located at the South Perth Community Centre on 9474 0777 or email enquiries@southperth.wa.gov.au
All additional forms or documents requested throughout the application form must be provided with the Permit Application.

APPLICATION CHECKLIST:

please take a minute to check if you have provided all supporting documents that may be required with your application.

- Have you answered ALL questions
- Provided a copy of Certificate of Incorporation
- Provided a current copy of Public Liability for your organisation
- Provided a copy of Liquor Licence

Permit conditions seasonal active reserves/playing fields

Use of pavilions, change rooms and or toilets within a sports pavilion on active public reserves must be arranged with the pavilion lessee of that ground where applicable, or, in the absence of a lessee, the City. All clubs controlling change rooms and pavilions are required in the event of hire of the grounds that the change rooms must be made available to the hirers. The clubs are permitted to charge for the cost of cleaning and other expenses and to impose a bond against possible damage.

It is to be noted that it is an offence to drive or stand any type of vehicle except on those parts of a reserve set aside as roads, driveways or vehicle parking areas. The Club is to ensure that all members and spectators are made aware of this offence. The City's Community Rangers patrol the reserves regularly and will issue infringement notices to offenders.

Summer sports seasons are to run exclusively between October 1 and March 31 inclusive. Winter sports seasons are to run exclusively between April 1 and September 30 inclusive. Pre-season training will be permitted subject to the approval of the incumbent organisation and the City.

All outstanding monies in relation to previous season ground allocations must be paid prior to the commencement of the season. Failure to do so will result in the loss of the ground for that season. Costs associated with the cleaning of the club rooms on a weekly basis will be the responsibility of the incumbent club in addition to all and any lease or permit clauses.

Should any other club, organisation and/or association approach any sporting club for use of the ground on any day it is not being used, it must be directed to the City and on no account must private arrangements between clubs and or groups be made.

Where change rooms/pavilions/clubrooms not under lease agreement are used by a club, all associated costs such as electricity and gas consumption are to be paid for by the Club. The club will ensure that it has adequate Public Liability Insurance cover and any other insurance cover deemed necessary by the City, and shall indemnify the City for any loss or damage caused by the club, its members, players, spectators and competitors to any person or property whatsoever. Proof of such policies must be sighted by the City prior to the commencement of the season.

During the times the club occupies the change rooms and playing fields, it will be responsible for the conduct of persons partaking in its activities, particularly in the evenings when facilities are used for training. All club equipment and property, including goal posts, ground marking equipment etc is to be removed from the reserve on completion of the seasonal hire period. All sporting clubs are required to be incorporated and failure to do so will result in loss of the use of a ground/s.

The marking of sports grounds are the responsibility of the incumbent club using the ground during the allotted sports season. Only commercially available grass line marking liquids containing PVA ingredients which are environmentally friendly and safe to use will be permitted in the marking out of playing field dimensions. The use of herbicides, creosote, kerosene, diesel, oil or any other substance which will result in adverse effect to the turf will not be permitted. Any club who uses such substances will be required to carry out the necessary remedial work as determined by the City Environment Manager to rectify the situation.

The City supports the principle of advertising/sponsorship on sporting reserves to assist sporting organizations offset operational costs. An annual advertising fee is applicable. Upon receipt of all permits for the proposed sign(s) the Manager, City Environment, by delegated authority, is authorised to issue a permit under the relevant policy without reference to the City. Approval will be granted on the reserve only and not on any part of the external part of a building. This excludes use of Sir James Mitchell Park and adjacent areas to the Swan and Canning Rivers, any buildings, permanent signage, and the Collier Park and Royal Perth Golf Courses. Incorporated Not for Profit community groups may seek this advertising approval for Sir James Mitchell Park under the same Policy. The conditions for advertising/sponsorship and/or signage is detailed in the City's Advertising on Reserves Policy.