

28th January 2022



Dear Club

Ground Allocation - Winter Season 2022

Please find enclosed a Ground Application Form for the 2022 Winter Season. Please ensure that you complete one Ground Application Form for each ground applied for. **The closing date for applications is Wednesday 16th February 2022.**

Outstanding Debts to Council:

Tenant clubs that have outstanding debts to Council will be required to either finalise all debts or discuss payment arrangements with Council Officers prior to Council allocating grounds for the season. If neither occurs, Council will not allocate a ground to the Club in question.

Public Liability Insurance:

Tenant Clubs are required to forward to Council a current Certificate of Currency summarising the Clubs Public Liability Insurance Policy, prior to the winter season commencing. Clubs who fail to supply Council with a current copy of their Certificate of Currency will not be permitted use of a Council ground or facility.

Liquor and Food Handling Licenses:

Tenant Clubs that fall into the category of supplying food, liquor and/or consuming liquor on the allocated premises are required to hold relevant licences. A copy of a Tenant Clubs Liquor Licences and/or Food Handling Licence must be forwarded to Council prior to the winter season commencing (please could clubs forward both certificates of registration with your ground applications).

Hand Over Report:

The official hand over of facilities to winter tenants is not until Monday 21st March 2022. During the hand over period a meeting will be arranged between all Tenant Clubs and the following issues addressed:

- Cleanliness of the facility
- All keys to the facility must be handed over
- Risk Management
- Outstanding maintenance issues
- Reading of Essential Services

A Council Officer is required to attend the hand over meeting. **Your club and co-tenant club will be contacted directly with an appointed meeting time.** It is requested that a member of your club's committee make themselves available to attend once the time has been confirmed, with meetings to be scheduled usually after hours to fit in with work commitments in late March. Your club's flexibility during the hand over period would be greatly appreciated.

Contact us

Phone 1300 88 22 33 or 9298 4598 Fax 9298 4345

maroondah@maroondah.vic.gov.au | www.maroondah.vic.gov.au | PO Box 156, Ringwood 3134 | DX 38068, Ringwood

Visit us

City Offices Braeside Avenue, Ringwood **Realm** 179 Maroondah Highway, Ringwood **Croydon** Civic Square, Croydon

Privacy Statement:

Council is committed to complying with the provisions of the Information Privacy Act 2000. Your organisation and personal information will be collected and used in accordance with the Information Privacy Principles. Further details of how your information will be used are within the application form. Individuals and organisations are able to have access to information about themselves and their club/organisation's office bearers. Any enquiries can be emailed to privacy@maroondah.vic.gov.au or contact on 1300 88 22 23.

Should you require a copy of Council's Sporting Facilities User Guide or the Seasonal and Casual Pricing Schedule, these can be viewed or downloaded from Council's website www.maroondah.vic.gov.au

If you have any queries regarding the Season Ground Allocation process, please do not hesitate to contact me on 9294 5719.

Yours sincerely

A handwritten signature in black ink, appearing to read 'K. Dench', written in a cursive style.

Kirstie Dench
Sports and Community Liaison Officer