

CASUAL APPLICATION 2023

ORGANISATION DETAILS

Organisation Name:			
School:	Primary	Secondary	

Organisation Phone Number:			
Onsite Contact Name:			
Onsite Contact Mobile:			

Does the organisation hold Public Liability Insurance?	Yes	No	Expiry Date:
--	-----	----	--------------

Copies of all Organisations Certificate of Currency for Public Liability Insurance are required to be forward to Council with this application.

CONTACT DETAILS

Organisation Contact No 1

Contact Name:			
Position / Title:			
Telephone:		Mobile:	
Email:			

Organisation Contact No 2

Contact Name:			
Position / Title:			
Telephone:		Mobile:	
Email:			

Organisation Postal Address

Postal Address			
		P/C:	

*Please note all correspondence & invoices will be sent to this address

GROUND / RESERVE USAGE

Please ensure that you complete this form for each ground/reserve you are applying for.

Ground/Reserve Requested:	
Purpose:	
Number of participants:	

Proposed activity for requested ground:

Sport Requested:	Infrastructure Required	(please tick relevant options):	
Athletics	Public Toilets		
Baseball	Public Toilets		Number of diamonds required: 1 2 3
Softball	Public Toilets		Number of oval/s required: 1 2 3
AFL Football	Public Toilets	Goal posts	Number of oval/s required: 1 2 3
Gridiron	Public Toilets	Goal posts	
Rugby	Public Toilets	Goal posts	Number of pitches required: 1 2
Soccer	Public Toilets	Goal posts	Number of pitches required: 1 2 3
Cricket	Public Toilets		Number of ovals required: 1 2 3
Cross Country	Public Toilets		Is oval access required: Yes No
Sound Shell	Public Toilets	Is power access required: Yes No	
Other	Public Toilets		

Dates/Days and times Ground/Reserve is required:

Day	Dates:	Time: (e.g 10am – 12pm)
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Additional Infrastructure:

Is your organisation looking to undertake or bring in any of the following during the casual booking?

- Marquees
- BBQ or the sale of food
- Entertainment / contractor

***Please note – if you ticked yes to any of the above you may be required to submit an Event of Council Land application for approval.**

Application Checklist

Your application for use of a Council Facilities should be accompanied by the following documentation:

- Copy of the Organisation's Certificate of Currency for Public Liability Insurance

In making this Application the organisation expressly acknowledges and agrees that:

1. Its office bearers have fully read and understand Council's Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
2. The organisation, its office bearers, members and anyone associated with it including anyone it invites or allows to be on or use the Council facility will fully comply with all of the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
3. The organisation's office bearers will properly communicate the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide to all persons mentioned in point 2 above and will generally ensure Council's requirements are fully observed and complied with.
4. If Council accepts this Application, it does so in good faith relying upon the information contained in this Application and any additional information provided by the organisation.
5. If Council accepts this Application the Agreement for Use is formed, in order of precedence, by any special conditions of use Council may impose in writing, the Seasonal and Casual Pricing Schedule (and any documents referred to therein) and this Application.
6. The organisation has been provided with adequate opportunity to seek its own legal or other advice in relation to the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide and this Application.
7. If Council accepts this Application the organisation will, in accordance with the Sporting Facilities User Guide without derogating from any other obligations of the organisation under the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide -
 - a. indemnify Council against and hold Council harmless from any and all claims in relation to the seasonal or casual use in accordance with section 2.2.3 of the Sporting Facilities User Guide.
 - b. put in place and maintain the insurance arrangements required by Council for the whole period of use in accordance with section 2.2 of the Sporting Facilities User Guide and Council's letter of acceptance; and
 - c. promptly pay all Fees and Charges and bond monies in accordance with section 3 of the Sporting Facilities User Guide and to otherwise pay on demand and any additional money properly claimed by Council under the Seasonal and Casual Pricing Schedule.
8. **Privacy Collection Statement:** Council is collecting the information on this form for the purpose of registering and administering your application. The information may also be used to send you Council newsletters, details of Council activities, to ascertain your satisfaction with Council services and to release information to the public for enquiries about your club e.g. new membership etc. Your information will automatically be used in the manner described above unless you specifically indicated NO (by checking the box).
 - a. Council activities - receipt of information No
 - b. Release of information to public No

The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to provide this information (*i.e. information on the application form*) your application may not be processed.

In making this Application I certify that I hold the office of

--

within the organisation and am properly authorised by the organisation and in accordance with its constitution to make this application for and on behalf of the organisation:

Signed:	
Print Name:	

Date:	
-------	--

Witness Signed:	
Print Name:	

Date:	
-------	--

Form to be returned to:
Sport & Community Liaison Officer
Email: sportandrec@maroondah.vic.gov.au