

Bellbird Park Recreation Reserve - Drouin HOCKEY FACILITIES SCHOOLS BOOKING FORM

ALL SECTIONS ARE TO BE COMPLETED BEFORE A BOOKING CAN BE ACCEPTED

This form is to be completed by an authorised officer of the school booking the facility/ies. Bookings are to be made at least 14 days in advance. Cancellation less than 24 hours before the booking will incur a charge.

Date		Time	
Name			
Position in School			
Name of School			
ABN		Secondary School	<input type="checkbox"/> Primary School
		<input type="checkbox"/>	<input type="checkbox"/>
INVOICE TO BE SENT TO: <i>(Must be completed before the booking will be accepted. The invoice will be sent to this address after the event.)</i>			
Name			Phone Numbers
Postal Address			Work
Suburb			Mobile
State		Post Code	Fax
Email Address			
Contact name for the period of hire			
Mobile number		Work number	
Email Address			
BOOKING REQUIREMENTS: <i>[Tick the boxes. Enter dates in dd/mm/yyyy format. Enter time in 24 hr clock format (hh:mm)]</i>			
Field 1 - Synthetic	<input type="checkbox"/>	Half Field	<input type="checkbox"/> Full Field
		<input type="checkbox"/>	<input type="checkbox"/>
Lights will be required from dusk or due to poor light conditions			
Field 2 - Grass	<input type="checkbox"/>	Field 3 - Grass	<input type="checkbox"/> Field 4 - Grass
		<input type="checkbox"/>	<input type="checkbox"/>
Booking For:	<i>Sports Lesson</i>	<input type="checkbox"/> <i>School Sports</i>	<input type="checkbox"/> <i>Inter-School Sports Comp</i>
		<input type="checkbox"/> <i>Regional Schools Sports Comp</i>	<input type="checkbox"/> <i>Other Competition</i>
Request PA System	<input type="checkbox"/>	Request Canteen Service Be Available	
			<input type="checkbox"/>
Date/s Required	Start		End
Time/s Required	Start		End
ADDITIONAL COMMENTS:			
FORWARD THIS FORM TO:		Hockey Facilities Booking Officer Bellbird Park Recreational Reserve – Drouin EMAIL: CoM-BBPSGF-Booking@bawbawshire.vic.gov.au	
BOOKINGS WILL BE CONFIRMED VIA EMAIL			

Cost for Hire - School User:

\$_____ Cost of hire (Includes GST) \$_____ Bond (Includes GST)

Does your organisation or group have Public Liability Insurance of \$10 million or more?

- Yes *Please attach a copy of your 'Certificate of Currency'*
- No *Your organisation is unable to book these facilities.*

Will you be organising the sale of food at the event independently of the canteen?

- No Yes

If yes, a permit is required if food is prepared for sale, please contact:

Council's Environmental Health Department

Ph: 5624 2519

Name & Date of who spoke to: _____

**Any catering company used or contracted must have current Food Act Registration.*

Cleaning and waste removal after your function:

You are responsible for leaving the facility in a clean & tidy condition after your event. Please note an additional charge of \$100.00 will be charged for cleaning the grounds should the grounds be left in an untidy condition.

Is a large temporary structure to be erected at your function? (i.e. large staging, temporary seating, large tents or similar)

- No Yes

If "Yes" a building permit maybe required, please contact Planning Administration on 5624 2592

I acknowledge that:

- 1. I have read and understood the Conditions of Hire;**
- 2. Where the Hirer is a Company or Incorporated Association, I am authorised by the Hirer to complete this Application Form on the Hirer's behalf; and**
- 3. I am personally responsible for ensuring that the Hirer complies with the Conditions of Hire and if the Hirer breaches any of the Conditions of Hire, I will be personally responsible for any such breaches, including any damage to the Hired Area.**

I request that: The Hired Area is hired to the Hirer on the terms contained in the Conditions of Hire and Application Form.

Applicant's Signature: _____

Privacy Statement

The personal information contained in this document is collected to provide contact information for organisations or individuals, wishing to book a Council facility. This information may be disclosed to other areas of Council or third parties should contact be necessary regarding an issue with the facility or booking, and in accordance with the Information Privacy Act.

Committee/Office Use Only

Payment Received:/...../..... Office Use only

Cost of Hire \$ Receipt No:.....

Bond \$..... Receipt No:..... Bond Returned:/...../.....

Conditions of Hire – Casual User

1. Application for Use

1.1 To hire the Hired Area, the hirer must complete and return the Application Form to the Hockey Facilities Booking Officer at least fourteen (14) days prior to the commencement date.

1.2 Bookings are *not confirmed* until the Application Form is completed.

1.3 Notice of cancellation must be received by the Booking Officer in writing seven (7) days prior to the date booked, otherwise monies will be forfeited.

2. Permission to Use

2.1 Permission to use the facility may be granted only by the Bellbird Park Recreation Reserve Hockey Facilities Booking Officer acting on Council and the committee's behalf. Additional time required outside the hours of use for setting up, cleaning up etc., shall be at the discretion of the Booking Officer.

2.2 The Hirer shall not permit any use to continue beyond the time specified in the Application Form. If a hire continues beyond the specified hire, extra charges may apply or the bond forfeited.

2.3 The Hirer must only use the Hired Area for the use specified in the Application Form. Should the facility be used for any other purpose, extra charges may apply or the bond forfeited.

2.4 It shall be at the discretion of Council to refuse to hire the facility and may cancel a booking at any time and return all monies paid to the Hirer who then will have no claim for any loss or damage.

2.5 This agreement provides the Hirer a licence to occupy the Hired Area. This agreement does not confer any rights to exclusive possession. The Hirer shall only be permitted to use the part of the facility set out in the Application Form.

2.6 No portion of the facility shall be sub-let.

3. Hiring Charges

3.1 The minimum period of hire is ½ hour for training or other use and 1 ½ hours for matches.

3.2 An invoice will be issued after the event. All charges shall be paid in full no later than thirty (30) after the issue of the invoice.

3.3 A bond must be paid by casual hirers equivalent to 50% of the hire cost when booking the facility/iers.

3.4 Where a casual hirer has a history of payment exceeding 90 days, the total hire cost must be paid when booking the facility.

4. Good Order

4.1 The Hirer shall be responsible for the maintenance and preservation of good order at the facility throughout the duration of the Hire.

4.2 The Hirer is to use the Synthetic Sports Field in accordance with the footwear requirements, footwear cleaning requirements and restrictions upon food, drinks and other materials being taken within the perimeter fence. Breaches of these conditions may lead to restrictions to use of the synthetic sports facility.

4.3 The Hirer is responsible for the full replacement cost of any damage or breakages to the facility, its fittings and contents.

4.4 At the conclusion of the Hire all displays and promotional material, excess rubbish and other equipment associated with the Hire must be removed and the Hire Area should be left in a clean and tidy condition.

4.5 All enquiries about West Gippsland Hockey Association (WGHA) and Gippsland Bulls Hockey Club (GBHC) games/fixtures should be directed to WGHA or GBHC. (WGHA - 0414 932 960; GBHC - 0428 149 218).

5. Synthetic Sports Field

5.1 The following items are prohibited from within the perimeter fence of the synthetic sports facility:

- Cigarettes, cigars and pipes
- Smoking
- Vehicles
- Pets or animals
- Chewing gum
- All foodstuffs (except those suitable for an athlete before, during and after training or competitions)
- Drinks in ceramic cups, glasses, cans or glass bottles

5.2 The following items are not allowed onto the synthetic surface:

- All drinks other than water
- High heeled or Stiletto shoe

5.3 The surface must be cleaned of all foreign material before and after each use.

5.4 Spitting on the surface is not permitted.

5.5 All balls, domes etc. shall be clean of all foreign matter before being used on the artificial surface.

5.6 Goalkeepers are not permitted to mark the artificial surface in any way as may be marked on natural grass surfaces.

5.7 All footwear must be cleaned of exterior rubbish (stones, dirt, mud, grass etc.) before entry to the surface.

5.8 Players or officials on the artificial surface are not permitted to wear footwear with leather or metal sprigs, screw-in plastic sprigs or moulded rubber/plastic sprigs of less than 15 per boot.

5.9 Goalkeepers may wear boots with moulded rubber sprigs or moulded plastic sprigs provided they are trimmed down to protrude no more than 7mm from the sole and are ground to a smooth dome so that no sharp edges damage the turf. No other type of sprig is permissible. All toe caps are to be taped.

5.10 Suitable / Acceptable Footwear

- Rubber soled multi stop or cleated shoes or boots
- Moulded rubber sprigs, provided there is a minimum of fifteen (15) sprigs per shoe. Sprigs must not protrude more than 7mm from the sole and must have a smooth dome shape without any sharp edges
- Runners, tennis shoes, basketball boots, gym boots.

5.11 Unsuitable / Unacceptable Footwear

- Hard plastic soled shoes or boots with either cleats or sprigs
- Boots / Shoes with leather, metal or screw in sprigs
- Sharp objects such as buckles must be covered.
- Hard protective guards for knees and elbows are not permitted.

5.12 Any individual that sustains a bleeding injury shall move or be removed from the turf as soon as medically safe to do so. Any blood stains on the turf must be cleaned as soon as possible. Playing or training persons shall not take the field with bleeding wounds or wounds that are not adequately covered. Severely (fresh) blood contaminated clothing is not to be worn on the turfs.

5.13 Grandstand/Fences

- Jumping over the fence is not permitted.
- Only players, coaches and officials are permitted onto the playing and warm-up areas.
- Persons playing or training must enter and leave the playing and warm up areas at official entry points only.
- Junior players are not permitted onto the playing or warm up areas without supervision.
- First aid attendants and other medical or paramedical staff are permitted to go onto the playing and warm-up areas in a medical emergency.
- No spectators are permitted onto the playing and warm-up areas.

5.14 Gates to the synthetic sports field will be opened prior to start time of the first game of the day. There is to be no admittance to the field prior to the opening by the club or association officials.

5.15 Training

- The use of Main Circles and Goals is not permitted unless a full-field training game is being played.
- Four training "Ds" are available, two each on the eastern and western sides of the facility. The training nets only are to be utilised for training drills.
- Hitting of balls against block wall/wire fence surrounds of the field is not permitted.
- **No training is to be undertaken in the Ds and goals at the southern and northern ends of the field. Users are to ensure that this rule is "policed".**
- Exiting and returning to the field to retrieve any balls hit out of the field is through official entry points only. Jumping over the fence is not permitted.
- Users are not permitted on to the warm up area or playing surface until the scheduled start time. Training sessions must be completed no later than 5 minutes prior to the ending booked time, to allow the next users to begin at the start of that users booked time.
- All training sessions must be booked through Bellbird Park Recreation Reserve Hockey Facilities Booking Officer and a confirmation received, no other bookings will be accepted.

5.13 Entry Gate Guidelines

- Entry shall be by the designated entrance to the synthetic sports field on the north western corner of the facility.
- All patrons shall clean their footwear before entry. People wearing muddy footwear will not be allowed to enter the perimeter fence.
- Bellbird Park Recreational Reserve Committee of Management reserves the right to charge an entry fee for major events.
- Players, coaches, managers and officials of participating team are always exempt from any charges relating to special events upon approval by Bellbird Park Recreational Reserve Committee of Management.

5.14 Lighting

- Lights can be configured for the whole area or half the area.
- As soon as possible following the completion of the last game/training session the lights should be turned off. Security lighting is located at the northern end of the facility.

5.15 Surface

- The hybrid synthetic surface can be played on when wet or dry.

6. Cleaning

6.1 The facility must be clean and ready for the next user, this includes:

- No food or drink left at facility
- Tables and chairs safely stacked & returned to storage areas
- The outside area, including car park to be free of litter.

6.2 Organisations or groups are responsible for leaving the facility in a clean & tidy condition after an event.

6.3 Please note an additional charge of \$100.00 will be charged for cleaning the facilities should the area and facilities be left in an untidy condition.

7. Rubbish Disposal

7.1 The Hirer is required to clean up and remove all rubbish from inside and outside of the facility at the end of the Hire.

7.2 All rubbish to be placed in bins (where provided and directed by the Booking Officer) or Hirer to remove all rubbish at their own expense.

7.3 All lost property will be held at the Rumble Pavilion. Property left for more than 30 days will be either destroyed or forwarded to an appropriate charity.

8. Instruction to Access

8.1 Council or its authorised representatives shall be entitled to free access to the facility during the hiring for the purpose of Council business.

8.2 Any reasonable instructions given by any person named in 6.1 to any persons admitted by the Hirer shall be obeyed.

9. Facilities Available

9.1 The facility and toilets are available to the Hirer. Use of any other building shall be by arrangement with the Booking Officer and detailed in the Application Form.

9.2 The change rooms and toilets will be made available prior to the commencement of each period the facilities are hired. Please ensure that the change rooms and toilets are left clean and tidy after use.

9.3 A PA System is available if required by the hirer. Prior arrangements for the use of the PA system should be made at the time of booking.

10. Alcohol

10.1 The Hirer must not sell or distribute any alcohol in the Hired Area or allow any alcohol to be consumed or brought into the Hired Area, unless the Hirer has obtained a permit under the Liquor Control Reform Act 1998 (Vic).

10.2 Where alcohol is to be sold or consumed the hirer must also hold a current Victorian Food Act registration.

10.3 The Booking Officer must receive a copy of the licence & registration prior to the function commencement date.

10.4 No alcohol is to be consumed at this venue without the provision of a liquor license. Liquor licenses can only be applied for in respect to the area occupied by the Rumble Pavilion.

10.5 No alcohol is to be made available, served or consumed while junior sporting events (that is events for people under 18 years of age) are in progress.

11. Catering

11.1 Caterers preparing food for sale must be registered and comply with the Food Act 1984 and conditions of their food safety program.

11.2 Any food must be supplied or prepared in an appropriate manner.

11.3 Hirers must place all waste materials in the receptacles (where provided) and leave the kitchen area thoroughly clean. If reinstatement is required the cost will be deducted from the Hirers Bond.

11.4 The Canteen will, where possible, be open for all fixtures.

11.5 For special events Canteen opening hours will be as agreed and appropriate notification has been advised.

12. Insurance

12.1 Any goods or equipment owned by the Hirer, guests, paying customers or employees of the Hirers are not covered under Council's insurance.

12.2 Liability for injury to persons during the Hire period is not covered by Council's insurance. Separate Public Liability Insurance and any other appropriate insurance shall be taken out by the hirer and presented to the Booking Officer prior to the date booked.

12.3 The hirer shall not neglect to do anything, which will affect the insurance policies in connection with the facility.

12.4 The hirer shall take out and keep during the period of the hire, a liability insurance policy, covering the Hirer against all actions, claims, costs, charges, expenses and damages whatsoever which may be brought or made or claimed against them arising out of, or in relation to the facility.

12.5 The hirer agrees to indemnify, and keep indemnified, and to hold harmless the Council and its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever, which may be brought or made or claimed against them, or any of them arising out of, or in relation to, the said hire.

12.6 A copy of a Certificate of Currency for public liability insurance for a minimum of \$10 million must be presented to the Booking Officer prior to the hire of the facility. The policy must be in the name of the hirer and provide cover for the planned activity/event.

13. First Aid

13.1 The hirer is to provide first aid equipment and supplies. The hirer is responsible for the provision of a qualified first aid attendant.

13.2 In an emergency situation contact: 000.

13.3 The hirer is responsible for the safety of athletes and officials during use of the facilities and should take into consideration weather conditions (particularly heat, thunderstorms and cold weather) when running training or events.

14. Theft

14.1 The Council shall not be liable to the Hirer or any person for any article or thing being lost, damaged or stolen.

15. Contractual Obligations

15.1 The Council shall not be liable for any negligent act of the Hirer in connection with the use of the facility, nor breach of a contractual obligation by the Hirer with regard to such use.

15.2 The Hirer is responsible for repair of any damage to the Hired Area which occurs as a result of the Hire.

15.3 The Hired Area must be left tidy after use.

15.4 Council reserves the right to take action to recover costs due to a breach of these conditions by the Hirer.

15. 4 Officials of organisations hiring the facility/ies are responsible for cancelling games and/or training should the surface/s become unplayable. Technical Officials, Umpires and Club/Association Officials are responsible for cancelling games if the fields remain playable, but the weather is not conducive to continuation of that game.

16. Conclusion of Event/Use

16.1 Hirers, upon leaving the facility, should ensure that it is left in the same condition it was prior to the Hire with all power switched off & gates/doors securely locked as instructed by the Booking Officer.

17. Keys

17.1 Keys must be collected from the Hockey Facilities Booking Officer and returned immediately after the event.

17.2 The Hirer must not duplicate keys or change locks to the Hires Area or the Facility.

17.3 The key for Bellbird Park Recreational Reserve Hockey facilities provides access to the toilets and pavilion only. If the Rumble Pavilion Club Room or PA equipment is required, availability must be confirmed with a representative from the West Gippsland Hockey Association or Gippsland Bulls Hockey Club who will provide access to the room and/or PA equipment on the day of the event.

18. Animals

18.1 The Hirer must not allow any animals to be brought indoors into the Hired Area without prior written consent of Council's Environmental Health Department.

19. No Smoking

19.1 The Hirer must not allow any persons to smoke in or in the immediate vicinity of the Hired Area.

19.2 No smoking rules apply as per Government regulations.

19.3 Smoking is not permitted in the area in the Rumble Pavilion or within 10 metres of entrances.

19.4 Smoking is not permitted within the perimeter fence or within 10 metres of the perimeter fence of the synthetic sports field.

19.5 Smoking is also discouraged in all other areas of this venue, particularly when sports and recreational events are in progress.

20. Fires

20.1 No fire shall be lit on days of Total Fire Ban. Open fires require prior written consent from the Country Fire Authority and/or Council.

21. Nuisance

21.1 The Hirer must not do anything in connection with the Hired Area which may cause a nuisance or interference with any other person.

21.2 The level of noise should not unduly interfere with local residents.

21.3 All efforts should be made to ensure participants leave the facility in a quiet and orderly manner.

21.4 Amplified music maybe permitted as part of the Application Form. Failure to reduce noise levels when directed by the committee, Police Officer or Council shall be deemed a breach of the Hire conditions.

22. Car Parking

22.1 The Hirer is responsible for the behaviour of all drivers arriving and leaving the Hires Area, including any car park forming part of the premises.

22.2 Cars should be parked lawfully and in legitimate parking places and not over driveways.

22.3 Drivers of vehicles should observe parking regulations and Council's Local Laws.

23. Plant, Equipment, Hazardous Goods or Dangerous Substances

23.1 The Hirer must not bring any heavy plant or equipment, hazardous goods or dangerous substances into the Hired Area without prior consent from Council.

24. Temporary structures

24.1 The Hirer must not erect any Large temporary structures like staging, large tents, marquees, shade sails or similar without prior consent from Council.

24.2 The use of large temporary structures (temporary seating, large tents or similar) may require a building permit. Organisations or groups planning to use such large temporary structures are required to contact Planning Administration, Baw Baw Shire Council, phone 5624 2592 to ascertain if a Building Permit is required.

25. Performing Rights & Music

25.1 The Hirer shall be responsible for obtaining all necessary permits and for payment of all fees for the performance of any show, act or other breach of copyright.

26. Change of Conditions

26.1 Council or reserves the right to change, vary or impose additional conditions if deemed necessary at any time.

27. Compliance with Laws

27.1 The Hirer must comply with all laws and not permit any illegal activities in connection with the Hired Area.

28. Termination of Hire

28. 1 This Hire Agreement may be terminated at any time if the Hirer:

- Has not paid the Hire Fee in the manner specified in the Application Form.
- Breaches any of the Hirer's obligations specified in these conditions and fails to remedy the breach.

29. Disputes

29.1 In the event of any disputes or differences arising as to the interpretation of these conditions, or any other matter, the decision of Council shall be final.

30. Emergency Management Access

30.1 In the event of a Municipal Management Response, Council reserves the right to cancel or alter the Hire Agreement for the purposes of responding to the crisis.

