



PRE-SEASON ALLOCATION OF SPORTING FACILITIES APPLICATION FORM

INTRODUCTION

- 1) A pre-season application form must be completed no less than 7 days prior to your booking date.
- 2) This application form is necessary for any club wishing to utilise a council reserve or pavilion prior to the 2019-20 summer allocation commencing on 1 October 2019.
- 3) The winter allocation is in progress until 30 September 2019. Clubs with a current allocation have priority use of sporting facilities.
- 4) After completing this form, please return the entire document to Hume City Council's Leisure Centres & Sport Department by one of the following methods:

Email: contactus@hume.vic.gov.au

Post: Att Sport and Recreation Officer, Hume City Council, PO BOX 119, Dallas 3047

In person: Broadmeadows Civic Centre, 1079 Pascoe Vale Rd, Broadmeadows 3047

BOOKING PROCESS

- 1) Complete this application form and submit it using one of the methods listed above. This booking form must be completed by both the applicant and the club with the current allocation at the requested facility for pre-season training.
- 2) Council's Sport & Recreation Officer will contact you to discuss the booking, and if required will assist to make any amendments if there are any clashes with existing bookings.
- 3) Once dates and times are finalised, Council will send a letter confirming your pre-season booking. Until this letter is received, any proposed reserve or pavilion use is not confirmed and cannot commence.
- 4) If a key for the facility is required, contact Council's Leisure Centres & Sport Department to organise a time for the hirer to pick up (and return) the key.

TERMS AND CONDITIONS

1) APPLICATIONS

Pre-season applications for the use of any Hume City Council Recreation Reserve must be made on the following form, signed by the applicant, stating the purpose, hours and portion of the reserve required, and containing the applicant's undertaking to comply with the terms and conditions.

2) SPORTING TURF SUSTAINABILITY

Council acknowledges the importance of pre-season training and practice matches. However, the need to maintain sufficient grass cover for the full season takes priority. In order to ensure the longevity of the turf, clubs:

- Must only complete pre-season training in runners, rather than football boots;
- Should rotate training drills around the oval/pitch to evenly distribute the wear on the turf.
- Should consider using grassed areas adjacent to the playing surface (if applicable), i.e. outside of the boundary fencing;
- Where possible make use of bike and jogging paths for running activities
- Conduct a swimming or gym session at a local leisure facility or using a sports stadium for indoor activities.

3) CANCELLATION OF A BOOKING

This may occur when:

- a) In the opinion of the council officer, the state of a reserve is such that it should not be used. (Eg waterlogged, unsatisfactory grass cover)
- b) The facility is required for maintenance work by council's parks or capital works departments.
- c) The in-season tenant requires use of the facility.
- d) In cases of extreme weather conditions.
- e) It's unsafe or hazardous for the booking to go ahead.
- f) The facility is required for a Council event.

4) FEES AND CHARGES

Clubs are responsible for covering any utility costs associated with the approved booking. (Eg electricity for lighting/hot water). The club's contribution will be calculated based on the percentage of time that the club spends using a facility. For example, if the current winter club is using a pavilion for 8 hours per week and the summer club has preseason training approved for 4 hours per week, the summer club contribution toward utility costs will be 33%.

Clubs that have an outstanding debt with council will not be allocated a facility for pre-season use unless the debt is paid in full, or a payment arrangement is made with Hume City Council.

5) INSURANCE

- a) Although council holds Public Liability Insurance to cover its own liability, the activities of independent bodies and community groups who occupy council owned reserves are NOT protected by council's Public Liability Insurance. Club's should have their own contents insurance in place.
- b) The Hirer shall, at all times during the term of this agreement, be the holder of a current public liability policy of insurance, which covers it in respect to the specified activities for a minimum amount of \$10 million. Evidence of insurance for both the hirer and any third-party organisations must be provided to council as part of the hire application.

6) SMOKING AND ALCOHOL

- a) Smoking is strictly prohibited at all council facilities.
- b) Liquor cannot be sold and/or consumed on council premises unless council grants approval and a licence has been obtained from Liquor Licensing Victoria.

7) CLEANING

The club will ensure that the sportsground and pavilion is maintained in a clean and tidy state at all times, in accordance with the following:

- all internal and external walls kept free of mud;
- toilets, showers and change rooms are to be thoroughly cleaned on a regular basis and includes these areas being hosed/swept after each use and all paper and litter removed from the toilet area;
- all floors are to be swept or vacuumed as appropriate and kept free of mud, dust and litter;
- all kitchen benches are to be wiped clean and kept free of dust and litter;
- all equipment and kitchen utensils are to be stored in cupboards when not in use;
- pavilion rubbish bins are to be emptied on a regular basis; and
- all rubbish is to be removed from the sportsground and surrounding areas after games and training.

In circumstances where more than one club uses the facilities, the various users must negotiate their own arrangements for cleaning the sportsground and pavilion.

8) DAMAGE

Any damage to a council facility must be reported immediately to the Leisure Centres and Sport Department. The hirer will be responsible for any costs to repair council facilities that have been caused by the hirer.

9) KEYS

- a) If required, council will issue keys to casual hirers to access the hired reserve/s.
- b) Any keys issued to the hirer are to remain in the control of the hirer at all times and are not to be transferred. It is the responsibility of the hirer to ensure any gates, doors, and windows are locked at the conclusion of the booking.
- c) The hirer will be responsible for the cost of any lost or stolen keys.

10) VEHICLES

No vehicles (other than emergency vehicles) are to be driven onto a reserve, unless prior written approval has been received by council.

11) GOOD ORDER & NOISE

The hirer is responsible for the behaviour of all persons attending the activity/event hirers of the council reserves and pavilions are to ensure that noise emanating from events is not a cause for public annoyance, and comply with EPA regulations.

12) LITTER

Hirers are required to use the rubbish bins to dispose of all litter generated from their use. Should these bins become full as a result of the booking, additional litter must be removed by the hirer and disposed of appropriately, not to be stacked next to the bins. Additional litter must be removed from the site and disposed of appropriately elsewhere.

13) AFTER HOUR EMERGENCIES

- a) In the event of an emergency outside of normal business hours, hirers are to contact Hume City Council's After Hours Service on 9205 2200. This number is to be used for urgent matters only eg. power outages etc. Any other issues should be reported to the Leisure Centre & Sport Unit on the next day of business.
- b) Emergencies where life is in danger should be directed to 000.

14) BREACH OF CONDITIONS OF USE

Any breach of one or more of these conditions may at the discretion of the council, result in the use of the facility being withdrawn.

15) ANY QUESTIONS

Please contact the Leisure Centres and Sport Department on (03) 9205 2464 during business hours, or email contactus@hume.vic.gov.au

PRE-SEASON RESERVES & PAVILIONS APPLICATION FORM

SECTION 1 - DETAILS OF HIRER

Club/Organisation _____

Contact person (first & last name) _____

Postal Address _____

Postcode _____

Email _____

Phone _____

Are you a non-for-profit club/organisation? Yes No

Does your club have public liability insurance? Yes No (attach evidence)

SECTION 2 - DETAILS OF REQUESTED FACILITY

Reserve/s & Pavilion/s requested _____

Date/s of pre-season hire _____

Start time _____ Finish time _____

(Any setup/pack up time must be included in the times listed above)

Any other facility requirements? _____

Outline your agreement made with current winter tenant in relation to your proposed use of the facility (this may include information regarding access to change room facilities, storage of equipment and agreed times for use of the oval/pitch).

SECTION 3 - DETAILS OF PROPOSED ACTIVITY

DESCRIBE THE ACTIVITY (e.g pre-season training for which team/s how many players will be attending the pre-season training sessions: _____

SECTION 4 - DETAILS OF CURRENT WINTER TENANT (at your requested facility)

Name of club/s with current winter allocation _____

Contact person at winter club/s _____

Position at club _____

Email address _____

Phone _____

Before signing the declaration and submitting this application

Tick box

- 1) I have read and agree to the terms and conditions of booking a council facility.
- 2) I have clearly provided all my details and information regarding my booking.
- 3) I have attached the public liability insurance for my club/group/organisation that specifically covers the activity/event detailed in this booking.
- 4) I understand that the current winter tenant has priority use of my requested facility and any approved use will be subject to availability and condition of the facility.
- 5) I understand that my booking is not confirmed and cannot commence until I receive a booking confirmation letter from council.

DECLARATION

I have read, understand, and will comply with the terms of conditions associated with hiring a council recreation reserve and pavilion.

Applicant to complete

I, _____ being the _____
(name) (position)

of _____ undertake the responsibility for submitting this application.
(name of club)

SIGNED _____ DATE _____

Winter season tenant to complete

I, _____ being the _____
(name) (position)

of _____ accept all information proposed in this application.
(name of club)

SIGNED _____ DATE _____

OFFICE USE ONLY

Booking approved	Yes	No	Centaman Entry	B/N _____
Copy of Public Liability Insurance/s received			Yes	No
Confirmation sent (letter/email)			Yes	No
Invoice required	Invoice data sent to Finance			

KEYS TO BE ALLOCATED _____
OTHER NOTES _____

Staff _____ Date _____

