

Our File: 2019 Winter Season  
Enquiries: Sport & Recreation Team  
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2 August 2019

Dear Hume Sports Clubs,

**RE: APPLICATION FOR 2019-20 SUMMER SEASON FACILITY & GROUND USAGE**

Please find enclosed an application form for the seasonal allocation of council sporting reserves for the 2019-20 summer season. This form must be completed and returned by **Friday 23 August 2019** for your club to be considered for an allocation.

You are required to complete **all** sections of the form accurately. Incomplete forms will be returned to clubs for resubmission.

Please note that the submission of an application is not approval for use. Council will send confirmation letters advising of approved allocations at a later date.

**Allocation information sessions for clubs**

Council will be running pre-season allocation information sessions in the lead up to the commencement of the summer allocation. A representative from each club is required to attend one session. Further details with dates and locations will be provided in the confirmation letter.

**Conditions of Hire**

Please take the time to read this document as it is an important part of your club's agreement with council. Please make its contents known to club members.

**Liquor licence/consumption of alcohol**

It is extremely important to have a current liquor licence; otherwise there should not be alcohol on the premises. If your club requires a liquor licence, you are strongly advised to make an application immediately through the Department of Justice, Victoria, as it can take 3 – 4 weeks to process and approve. Clubs also need to apply for a permit to allow patrons to consume alcohol outside the licensed area so that they are not in breach of General Local Law No. 1 (Clause 2.4). An application form for this permit is enclosed and must be submitted to Hume City Council at least 3 weeks prior to the first date that it is required.

**Fees & Charges**

Allocation charges are as per the 2019-20 fees and charges schedule listed on the council website. All clubs will be issued with accounts during November. Please be aware that these

fees will incur GST. Payment of your account in full is due within 14 days of receipt of the invoice.

***Applications from clubs with outstanding accounts will not be considered for an allocation.***

### **Utility Charges**

A reminder to include utility charges into your club's budget for the coming season, as bills will be issued during the season. Council will bill clubs who do not receive utility accounts directly from the suppliers – these charges include; telephone, electricity and gas usage. Please be aware that utility billing periods do not always coincide with the season dates, so occasionally your club may receive a bill after the season has finished. Council makes every attempt to send out these bills as soon as possible once they have been processed.

### **Confirmation Letters and Communication**

These will be sent to successful clubs as soon as possible after the closing date.

Confirmation letters will be mailed to clubs, however it is anticipated that all other correspondence throughout the season will be conducted via e-mail. It is essential that your club nominate at least one contact with an up to date e-mail address that is regularly checked.

### **Pre-Season Training Information:**

#### **Pre-Season Training and Season Changeover**

Winter Season is still in progress until 30 September. Winter season clubs have priority access to all facilities until this time.

Restrictions currently apply in relation to pre-season training on Hume City Council active sporting reserves in an effort to preserve the condition of sports grounds.

*Clubs MUST make an application to council on the attached application form for any training prior to **1 October 2019.***

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. Council asks that your club address the following issues when planning and conducting its pre-season training activities;

- That the club's public liability insurance policy is valid for the pre-season training period;
- Using grassed areas adjacent to the playing surface (if applicable), i.e. outside of the boundary fencing;
- That players wear runners rather than football boots;
- Using a non-active reserve, i.e. a local park;
- Using bike and walking paths for running activities
- Conducting a swimming or gym session at a local leisure facility or using a sports stadium for indoor activities.

Arrangements to share pavilion/social room facilities for any other functions must be made in consultation with the summer clubs prior to them occurring. This communication must be provided in the pre-season training application form.

We would like to take this opportunity to wish your club all the best for the 2019 Summer Season - the same information attached to this email has also been sent via post to the nominated club postal address previously provided.

If you have any further queries regarding your club's proposed allocation or other matters, please contact:

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Lauren Swallow on 9205 2848 / [laurens@hume.vic.gov.au](mailto:laurens@hume.vic.gov.au)

Yours sincerely,



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