

Application for the Casual Use of a Reserve/Sportsground

Application details

Group/organisation name:

Contact person(s):

Postal address:

Postcode:

Phone:

Fax:

Email:

Name of reserve:

Address of reserve:

Area/oval/facility required:

Name of activity/event:

Description of activity/event:

Equipment used during event:

Number of games that will be played (*each day*):

Number of participants:

Number of spectators:

Fees charged to participants: \$

Date/s required:

Times required (inc. set-up):

Do you have public liability insurance for this event? Yes No (*please tick*)

If yes, please attach copy with this application

I hereby acknowledge that I am at least 18 years of age and have read the Conditions of Hire. I undertake to comply in all aspects with Council Local Laws and accept responsibility for seeing that all persons associated with the event vacate the venue at the time shown on this form.

Signature:

Name:

Date:

Conditions of hire

1. Council may cancel bookings at short notice due to inclement weather or ground conditions.
2. No nuisance or annoyance shall be caused to persons on neighboring properties by any activities associated with your function.
3. You are to remove any rubbish and ensure the park is in a neat and tidy condition at the completion of use (if Council needs to remove any rubbish left behind, you will be charged accordingly, and an invoice issued for payment).
4. The event holder agrees to pay for any required service to return the ground to its pre-use standard.
5. This form is to be taken to the ground and presented as proof of booking when requested by Council Officers (if you need to contact Council after hours, please call 8571 1000).
6. Facilities in the park/reserve are for public use and must be shared (barbeques, shelters etc).
7. Tents, tarpaulins etc., are not to be erected on the reserve due to possible damage to the water reticulation and other underground services; except with prior approval.
8. Vehicles are not permitted on the reserve except with prior approval.
9. The hiring organisation is aware of the DEET Public Liability arrangements, the "Duty of Care" provisions and is responsible for any damage to Council property caused by members of the hiring organisation and/or their associates.
(if any damages, the organisation will pay reinstatement costs of reserve)
10. Fees/bond (*if applicable*) – Failure to lodge the appropriate fee for this event will result in the booking not being accepted. Cheques are to be made payable to the "City of Greater Dandenong" and are not considered as payment until cleared by your bank. Cheques representing the bond are to be mailed directly to the Parks office, PO Box 200 Dandenong VIC 3175.

Note: you will be advised of the fees/bonds applicable after your application has been assessed. Your booking is not confirmed until you receive written confirmation from the Parks office.

All enquires should be directed to:

Parks Booking Administration Officer, ph: 8571 1702, email: council@cgd.vic.gov.au, fax: 9791 9620

OFFICE USE ONLY

Booking approved? Yes No (*please tick*)

If no, reason for rejection?

Bond: \$

Date paid:

Hire fee: \$

Date paid:

After event inspection:

Inspecting officer:

Date of inspection:

Inspecting officer approves full/part bond refund? Yes No (*please tick*)

Signature of Inspecting officer:

If no, please give reason for rejection:

Bond amount refundable: \$

Date cheque sent:

Cheque number:

We respect your privacy. We will not sell or give away your personal information, unless required by law. Occasionally, we may use your details for our own research purposes or to let you know about other council information. If you want to see your personal data, modify your details, or if you receive information from us you do not want in the future please contact Council on 9239 5100.



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