

Application for Hire of Withcott Sports Centre

This form is to be completed in conjunction with the Community Halls and Facilities General Conditions of Hire which is on Council's website.

Applicant Details

Organisation/Applicant Name

Organisation Contact Person (If Applicable)

Postal Address

Suburb

State

Postcode

Phone Number

Email Address

Will attendees be required to pay an entry fee?

No

Yes

Location

Whole Complex (Hall and Recreation Grounds) complete Sections 1, 2 & 3

Multipurpose Hall Hire (Inc. Hall, Bar, Kitchen and Cold room) complete Sections 1 & 3

Recreation Grounds Only Complete Sections 2 & 3

Specific Requirements

Please detail any specific requirements (e.g. toilet block access key)

Public Liability Insurance

Insurance Provider

Expiry Date

Please attach a copy of the certificate of currency for Public Liability Insurance. A minimum cover of \$20 million is required. The hirer must be the policy holder or be listed as an interested party on the certificate.

Hire Fee Discount

Is the applicant any of the following?

Not for profit organization

School

Church

Please refer to Council's Fees & Charges for discounts offered. Please attach proof of Not for Profit status if applicable. Proof may include Certificate of Incorporation or other documentation from the Australian Taxation Office.

BOND

A bond is required for all facility bookings and is dealt with in accordance with the Community Halls and Facilities- General Conditions of Hire. Bonds are refunded by EFT payment and can take approximately 10 working days to process. The bond will be refunded into the bank account of the person or organisation that made the original payment (name on receipt issued). The payee is therefore required to provide bank details for this purpose.

Account name

Name of Bank

BSB Number

Account Number

Please indicate if you require Council to hold this bond for further bookings.

No

Yes

Application for Hire of Withcott Sports Centre Form

Lockyer Valley Regional Council, PO Box 82, Gatton Qld 4343

Phone: 1300 005 872 Email: mailbox@lvrc.qld.gov.au

Form No E7415-508

Version 1.0

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SECTION ONE – MULTIPURPOSE HALL USERS ONLY

Booking Details

Purpose of Hire

One off Booking Date Entry Time Exit Time

OR

Multiple Bookings Recurrence: Daily Weekly Fortnightly Monthly

Date Start

Date Finish

Day and Date	Entry Time	Exit Time

Please note - Hours of use are 7am to midnight. Any requests for usage outside these hours will require approval from Council. If the facility is being set up (e.g. tables, chairs, props, etc.) for consecutive days, the hire must be for full day/s to ensure no other bookings are accepted during this time.

Please note - Crockery, cutlery and glassware, round tables etc. required in addition to Council's promoted items will need to be arranged privately at the expense of the hirer.

Items Required

Chairs: Number required:

Tables (Rectangle 2m): Number required:

SECTION TWO – WITHCOTT SPORTS GROUND USERS ONLY

Event Name

One off Booking Date Start Time Finish Time

Season Booking Date Start Date Finish

Area Required (*refer to attached map*)

Field 1

Field 2

Field 3

SECTION TWO - Continued

Area required							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
Finish time							

Area required							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
Finish time							

Area required							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start time							
Finish time							

WITHCOTT SPORTS CENTRE GROUNDS



SECTION THREE – BOTH HALL AND GROUNDS USERS

Catering Information

Will there be food prepared or served at the event?

No – *skip to next section*

Yes – Who will be catering for the event?

Will the food be sold (this includes charging an admission price to cover costs)?

No – *skip to next section*

Yes

Does the caterer have an exemption from requiring a Food Licence for this event?

No

Yes – Reason

Please attach a copy of the current Food Licence certificate or proof of exemption. To determine if your event requires a Food Licence under the Food Act 2006, or to obtain an application form, please contact Council's Health Waste & Regulatory Services on 1300 005 872 or visit www.lvrc.qld.gov.au

Alcoholic Beverage Information

Will there be alcohol consumed at the event?

No – *skip to next section*

Yes

Will alcohol be sold at the event (this includes charging an admission price to cover costs)?

No – *skip to next section*

Yes – Who will be serving alcohol at the event?

Is there an exemption from requiring a Liquor Licence or Permit?

No

Yes – Reason

Please attach a copy of the Liquor Licence or Permit or proof of exemption. For more information, or to apply for a Liquor Licence or Permit, please visit www.olgr.qld.gov.au or phone 13 74 68. If applying for a Liquor Permit, please lodge your form with this application to obtain Council endorsement.

Booking Terms & Conditions

- Users are required to apply to Council for the use of a sporting facility BEFORE the commencement of their usage.
- An approved booking application gives a user permission to **use** the field/area for the agreed period of time as stated in the application form.
- It does not give the user **control** of the field/area.
- Users must ensure that vehicles are not driven onto the playing surface or on any areas of the facility that are not designated for parking. The only exception to this is emergency vehicles i.e. ambulance/fire/police.
- If a user requires access through a gate it is the responsibility of that user to lock the gate at the completion of the activity. In the instance that a gate is left open, the hirer will be liable for any damage to the playing surface and/or surrounding area. Furthermore, in the event that Council is called out after hours to close and lock a gate, the costs for the call out will be charged to the hirer.

Please note - Usage of an extremely wet field may result in damage that could take months to repair.

- Council reserves the right to close any sports ground:
 - to protect the playing surface, reduce risk to competitors and the public;
 - to complete capital or maintenance works; or
 - due to poor weather conditions or to allow rehabilitation of the ground after damage.
- In the event that a user is found to have used a field when it was closed, the following will apply:
 - if the use results in damage to the playing surface, the costs associated with the repair of the surface will be the hirer's responsibility; and
 - the hirer's future use of Council managed fields will be put in jeopardy.

Declaration

I hereby make application to hire Council's facilities as per this application. I declare that all information provided in this form is true and correct to the best of my knowledge. I have read, understand and agree to the Community Halls and Facilities- General Conditions of Hire.

Name

Signature

Date

Privacy Statement

These details will only be used for the purpose for which they have been collected and will not be used for any other purpose. We will not disclose the information you provide outside of Council unless we are required by law or you have given your consent. To the fullest extent allowed by Council, its officers and employees will not be liable for any claims in respect of any loss arising out of, or in connection with, the use of any of the supplied information.