

# Sports Fields Casual and Regular Hire Bookings

## Form Preview

### Sports Field Bookings - Terms and Conditions

\* indicates a required field

**Welcome to the casual and regular hire booking form for Moonee Valley City Council Sporting Grounds, East Keilor Synthetic Pitch and Essendon Hockey**

**Please ensure you have read the following terms and conditions prior to making your booking request.**

- **Introduction**

This sets out the terms and conditions of the use of Council's reserves under Council Agreement to regular and casual hirers.

Council has delegated to the Sport and Recreation Unit the authority for allocating Council reserves and pavilions to casual user's subject to:

- Completion of seasonal allocations and casual user agreements
- Any change in seasonal allocations or casual use being made available publicly

Seasonal ground allocations are managed by Council's Sport and Recreation Unit.

- **General**

Hirers are not permitted to use Council grounds or facilities without first having obtained written approval from Council.

Under no circumstances is the hirer permitted to sub-let or allocate the Council's ground(s) and/or facilities.

Any hirer using the ground(s) and/or facilities without written Council approval will be subjected to:

- exclusion from future use; and
- monetary penalty for unauthorised use

- **Outstanding debt**

If a hirer has any outstanding debts, no new bookings will be accepted until the debt is paid.

- **Available facilities**

The hirer may hire the sporting ground or reserve.

Public toilets may be available for use at the facility. Access to pavilion toilets and change rooms should not be assumed and must be discussed with Council to determine if the facility is available. You will be advised if there is availability and whether costs are associated. Some grounds will have public toilets available at no charge. Please contact Sport and Recreation on 9243 8888 for more information.

- **Method of casual allocation**

Applications should be submitted via this form to Sport and Recreation at least seven (7) days in advance of the requested booking date.

The booking application form (Casual User Agreement) must be submitted in full with a Certificate of Currency (refer to 11. Insurance for more information).

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- **Withdrawal of grounds**

Grounds may be withdrawn if they are considered unplayable due to inclement weather conditions and/or safety reasons. This decision is not negotiable.

Any school, club or association found using a sporting ground when they have been withdrawn will face an on the spot fine in accordance with Council's Local Laws.

A refund for fees paid may be issued if the grounds are rendered unplayable. Council may aid groups in finding alternative venues, when grounds are unavailable.

- **Payment of fees**

Full payment of the hire fees must be made prior to the undertaking of the booking. An invoice for costs will be forwarded to the hiring organisation prior to the booking. As per Council's Fees and Charges Policy for Sports Grounds and Pavilions:

- Schools located within the City of Moonee Valley are able to use Council's sports grounds without charge for physical education lessons during school hours. Free use does not apply to pavilions, the Moonee Valley Athletic Centre, synthetic pitches or any of Council's leisure facilities, or to school bookings outside of school hours. Schools located outside of the municipality will be required to pay casual user rates.
- Commercial use will be charged as per the Council Budget.
- Casual use will be charged as per the Council Budget

**\*Please note that regular hirers at Essendon Hockey and East Keilor Synthetic Soccer Pitch will be invoiced on a quarterly basis.**

Where any cancellation is made not more than one month before the activity, return of payment shall be at the discretion of the Sport and Recreation Unit and may be subject to an administration fee.

Any activity conducted during the cricket season (1 October to following 31 March) shall not under any circumstances, without the written consent of the Council, encroach on any turf wicket on any reserve.

- **Damages**

Studded boots are not permitted to be worn whilst using a Council reserve during Terms 1 and 4. It is the responsibility of the hirer to advise the visiting schools/ organisations of this restriction.

Damage that can be attributed to the casual hire will be repaired by Council and an account will be forwarded for immediate payment.

- **Cleaning**

Premises must be left in the same condition they were found. If premises are not cleaned satisfactorily, or have been damaged the hirer will be charged accordingly.

- **Emergency procedures**

Emergency exit diagrams are located at each facility and are accompanied by a set of instructions.

- **Hiring organisations/individuals' responsibilities**

Condition of reserve - The hirer is required to undertake an inspection of the reserve prior to activities taking place. While Council maintains these sporting reserves, the fact that they are a public resource means that safety conditions can change at any time. Common things to look for when inspecting a sporting ground are debris on the ground, condition

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of surface, sprinkler heads should not be protruding and perimeter fencing should be safe. Please contact Sport and Recreation on 9243 8888 to report a risk management item.

- **Facilities and equipment**

Council provides no equipment for your organisation's use of a sporting reserve. All groups making use of resources within a sporting reserve such as football goals, soccer goals and cricket pitches must be aware of safety precautions that are necessary in using these resources. Hirers are responsible for ensuring that goal posts are padded appropriately prior to use. Further information on this can be obtained from the governing body of the sport you are participating in.

Council does not provide line marking for grounds.

- **Disorderly conduct**

The hirer must respect the residential amenity of the area and is responsible for the control of conduct of patrons at all times during their allocated booking times.

Complaints from residents will be taken seriously and will be taken up with the hirer.

- **Liquor licence**

The hirer is responsible for obtaining the appropriate liquor licence before the consumption or selling of alcohol. A copy of the licence must be forwarded to Council with this application.

All hirers must strictly observe the requirements of the Liquor Act and any conviction for breaches of the Act may jeopardise the hiring organisations future allocation and may risk prosecution by the Liquor Licensing Commission.

- **Car parking**

The hirer is responsible for the control of car parking at the reserve. Vehicles are only permitted to park in car parks, not around the edge or on the oval which will attract a fine in accordance with Council's Local Laws.

- **Preparation/sale of food**

Any hirer handling food (clubs do not have to sell the food to come within these criteria) needs to comply with Food Act Requirements. Enquiries should be directed to Council's Public Health Unit.

- **Advertising**

All applications for signage must be in writing to the Statutory Planning Department.

No person shall attach any article to any building, tree, fence or structure by means of nails, screws or other items which may damage such building, tree, fence or other structure.

- **Amusements**

Hirers are not permitted to erect amusements on reserves without prior written permission from Council.

- **Admission Fees**

Hirers are not permitted to charge admission fees to a reserve without prior written permission from Council and adherence to a number of condition requirements

- **Insurance**

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The hirer agrees to indemnify and keep indemnified, and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses, and damages whatsoever which may be brought of made or claimed against them or any of them arising out of or in relation to the performance of this policy/ agreement.

The hirer shall not hold the Council liable for damage to property or bodily injury (which expression includes death and illness) that may be suffered by any person arising out of or in any way connected with the hire of the premises and the Association shall indemnify the Council in respect of any action, suit, claim and demand whatsoever which may be made against the Council for such damage or bodily injury.

The hirer, at its own cost, shall take out a Public Liability policy for \$20 million minimum to insure against damage to property or bodily injury that may be suffered by any person by reason of an accident and happenings in any way connected with or arising out of the hire of the premises.

The hirer shall present Council with a Certificate of Currency that notes the Council's interests. Council cannot allocate a ground until this is produced.

Neither the Council nor its servant shall be liable for any loss or damage sustained by the Association by reason of any article or thing being lost, damaged or stolen, and further, the Association hereby indemnifies the Council against any claim by any person in respect of any such article or thing.

Failure to adhere to the above conditions shall result in exclusion from future use of Council's facilities.

### **Council's responsibilities**

Insurance - Council shall maintain adequate insurance cover on its comprehensive policy in respect of the buildings and fittings owned by the Council.

Maintenance - Council shall reasonably undertake inspections and general maintenance of all sporting reserves. Given the public nature of a sporting reserve, it is not expected that a sporting reserve be free of maintenance requirements and hazards at all times. Cooperation between hiring organisations and Council is expected when these issues affect the use of a sporting reserve.

Preparation of grounds - Council's Parks and Gardens Services will undertake the preparation of the sporting reserve, excluding turf wickets.

Rubbish collection - Emptying of the sporting reserve's rubbish bins will be the responsibility of Council.

### **I have read and agree with the above terms and conditions for regular/casual hire**

\*

☐ Yes

### **Helpful information for completing this form:**

Please remember to click SAVE as you go! This form may take some time to complete, so you are able to log out and return to your saved form at another time.

#### **How to upload documents:**

1. Scan or take a very clear photo of the document

#### **How to PRINT or download application as a PDF:**

1. Go to the navigation menu on the left side of the screen

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2. Save the file to your computer or an external drive
3. Select the relevant file by clicking Browse and upload

2. Click on 'Review & Submit' at the bottom of the list (don't worry, it will not submit your application)
3. Click on the '**Download PDF**' button at the top of the screen
4. You may now save, and email or print form

## Applicant Details

\* indicates a required field

**Name \***

☐ Individual ☐ Organisation  
Organisation Name

Title First Name Last Name

**Postal Address \***

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

**General Email \***

Must be an email address.  
ie/ [ClubName@gmail.com](mailto:ClubName@gmail.com)

**Nominated Contact \***

Title First Name Last Name

**Nominated Contact Email \***

**Nominated Contact Position \***

**Nominated Contact Phone \***

ABN

**Do you have an Australian Business Number (ABN)? \***

☐ Yes ☐ No

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**Please provide your  
ABN: \***

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

### Information from the Australian Business Register

ABN

Entity name

ABN status

Entity type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

**Please upload a copy of your current Public Liability Insurance with a minimum sum insured of \$20 million \***

Attach a file:

## Sports Fields Booking Application (including East Keilor Synthetic Pitch)

\* indicates a required field

### Regular and Casual Use

**For casual use please list each date required**

**For regular use please specify the term, day of week and time required**

Ground Requested	Date (Casual Use)	Term (Regular Use)	Day (Regular Use)	Start Time	Finish Time	Activity	Expected Number
	Fill in for casual hire Must be a date.	Fill in for Regular Hire	Fill in for Regular Hire	The time your booking begins	The time your booking concludes	What will you use the sports field for?	Number of attendees

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### **Public toilets are available at the following locations:**

Fairbairn Park North Public Toilet

Woods Street, Ascot Vale

Soccer/Cricket

Fairbairn Park South Public Toilet

Cnr Woods & Newsom Street, Ascot Vale

Soccer/Cricket

Buckley Park Public Toilet

105 Cooper Street, Essendon

AFL/Cricket

Clifton Park Public Toilet

Batman Street, Aberfeldie

AFL/Cricket

Etzel Street Public Toilet

Etzel Street, Airport West

AFL/Cricket

JH Allen Reserve Public Toilet

Park Drive, Keilor East

Soccer

Boeing Reserve

1 - 19 Boeing Road, Strathmore Heights

AFL/Cricket/Baseball

Canning Street Reserve

2 Canning Street, Avondale Heights

AFL/Cricket

### **Pavilion Access**

Casual User/School access to pavilions will be managed through the Sport & Recreation.

Users will be asked to leave the pavilion in the condition that they found them. There will be a cleaning fee applied if they are left in a poor condition.

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If schools require access to goal post pads or nets, they will be asked to contact the relevant sport club directly as this is club owned equipment.

**\*This does not include leased pavilions**

**Do you require pavilion access? \***

- ☐ Yes
- ☐ No

e.g. Change room, toilets, social space

**What access do you require?**

- ☐ Change room & toilets only (\$31.50 p/h)
- ☐ Change room, toilets & social space (\$38.85 p/h)

Fees in line with Council's 24/25 adopted Fees and Charges

## Covid Safety

**\* indicates a required field**

The implementation of a Covid safe environment is the full responsibility of the user group.

**Our group agrees to implement and adhere to the requirements of the Victorian State Government in relation to Covid Safety. \***

- ☐ I agree

## Further information

**\* indicates a required field**

**I give permission for the general email address to be added to Moonee Valley City Council's Sport and Recreation Newsletter database \***

- ☐ Yes
- ☐ No

We will use this newsletter to communicate with clubs and groups about opportunities, information relating to use of Council's facilities and services, as well as sharing stories from our Moonee Valley Clubs. You do not want to miss out!

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**\* indicates a required field**

### Checklist

BEFORE YOU SUBMIT

**Please ensure you have completed the following or your application will be incomplete: \***



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- ☐ I have completed all relevant sections
- ☐ I have attached all required insurance documentation

**Your application will only submit once all required sections and documents are provided and attached.**

If you do not receive a confirmation email, your application has not been submitted and you must check the application for missing information.

If you are unsure about any element of the application, please contact Council for assistance **before you submit:**

- Phone: 9243 8888
- Email: recreation@mvcc.vic.gov.au

## Agreement

I declare, by selecting 'yes' and entering my name below, that:

- I am an authorised person to apply for the booking and that all information in this application is true and correct.
- I have read the Application Form and accompanying guidelines and accepted the terms and conditions for this allocation.
- I agree to comply with all conditions, local laws and all relevant legislation.
- All details provided are accurate.
- I accept this application requires final Council approval before a booking will be offered
- I provide consent to Moonee Valley City Council to contact any third parties including (but not limited to) insurer, vendor or any parties in connection with the application as an authorised party, should Council have questions in relation to this application.

**I have read, understood and agree to the terms and conditions \***

☐ Yes

**Name \***

First Name

Last Name

**Date \***

Must be a date

## Privacy Statement

Moonee Valley City Council is committed to protecting your privacy. The information requested on this form is being collected by Moonee Valley City Council for the purpose of assisting with the assessment of Seasonal Allocations. All information collected is securely stored in Smartygrants and Moonee Valley City Council computer systems. The personal information will be disclosed to relevant Council staff for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to Moonee Valley City Council, please contact Council via telephone 9243 8888.

