

2024 - Moonee Valley Athletics Centre - Casual Hire Application Form Preview

Introduction and Applicant Details

* indicates a required field

Introduction

Welcome to the Casual Hire application for the Moonee Valley Athletics Centre.

Your application will be assessed based on the information you provide. Please ensure that you are being as clear as possible with the information you provide, to assist in allocating space in a fair and equitable way to our user groups.

If you have any questions please contact the Sport & Recreation team on (03) 9243 8888 or email Recreation@mvcc.vic.gov.au.

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

How to PRINT or download application as a PDF:

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

Organisation Name *

Organisation Name

Address *

Address

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

Name of Person in Charge on the Day *

Title

First Name

Last Name

Position *

Sports Coordinator, PE teacher, School Administrator.

Mobile Number *

Must be an Australian phone number.

Email *

Must be an email address.

Type of User

- ☐ Local community hirer (includes Moonee Valley Schools, Clubs, Associations and residents)
- ☐ Non – local community hirer (includes non-Moonee Valley Clubs, Schools, associations and residents)
- ☐ Commercial and all other hirers (includes private coaching)

Important Dates and Booking Details

Important Dates - Public and School Holidays

School holidays dates in 2024:

First day of term 1: 30 January 2024

Term 1: 29 March - 14 April 2024

Term 2: 29 June - 14 July 2024

Term 3: 21 September - 6 October 2024

Term 4: 21 December 2024 - 28 January 2025

Public holiday dates in 2024:

1 January 26 January 11 March 29 March 30 March 31 March 1 April 25 April 10 June 29 September* 5 November 25 December 26 December

**29 September is subject to AFL Grand Final confirmation. The public holiday will be the Friday before the AFL Grand Final in 2024. Exact date will be confirmed upon release of the 2024 AFL fixture.*

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Booking Details

Please note you are required to fill out a separate booking line for each day and time you require the facility.

Start Date	Finish Date	Day of the Week	Start Time	End Time	Purpose/ Activity	How many people will attend this booking?
01/02/2024	10/12/2024	Please select from the drop down list	7:00am	3:00pm	Carnival, school training, PE class	550

Booking Requirements

* indicates a required field

Booking Requirements

Use Requirements

- ☐ Non-exclusive use*
- ☐ Exclusive use +

*At times, club members may approach hirer to request access to the pavilion or unused areas of the track. + Hirer has sole use of the fenced site, including management of traffic through locked and/or manned gate.

Resource Requirements

- ☐ Long jump/Triple jump pit #1
- ☐ Long jump/Triple jump pit #2
- ☐ Hammer/Senior discus cage
- ☐ Junior discus cage
- ☐ Senior high jump
- ☐ Junior high jump
- ☐ Junior hurdles
- ☐ PA system
- ☐ Canteen
- ☐ Pavilion
- ☐ Track

Council does not provide equipment including shot puts and discuses, however this can be provided by the club for a hire fee.

A teacher or staff member must be present at the track in the morning of the event to assist with set up of the resource requirements selected above *

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☐ I agree

Junior Hurdles Requirements

What distance? *

- ☐ 80m
- ☐ 90m
- ☐ 100m
- ☐ 110m

How many lanes? *

Must be a whole number (no decimal place) and between 1 and 9.

Canteen

I understand there may be an additional cost charged for use of the canteen, if initially requested and not used on the event date without properly cancelling the canteen hire.

Cancellation is required in writing to Recreation@mvcc.vic.gov.au at least 14 days prior to the event date.

*

☐ I agree

Group/Organisation Information

* indicates a required field

Group/Organisation Information

How many members does your organisation/group have? *

Must be a number.

Please detail the specific activities conducted during your booking: *

Incorporated Association

Is your group currently incorporated under the Association Incorporation Act? *

- ☐ Yes
- ☐ No

Please provide your incorporation number. *

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Public Liability Insurance

The Hirer must, at all times while conducting the activities under this agreement be the holder of a public liability insurance policy to Council's minimum requirements. Please refer to the Terms and Conditions for Public Liability Insurance requirements. *

☐ I have attached proof of current public liability attached (all groups)

*

Attach a file:

COVID and Child Safety

* indicates a required field

Covid Safety

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

You can find out more information from the Department of Health and Human Services [here](#).

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

*

☐ I agree

Child Safety Conditions

Child Safe Standards

The applicant acknowledges that their processes and operations are compliant with the Child Wellbeing and Safety Act 2005 and associated legislation. This includes, but is not limited to:

- Senior leadership endorsement of a child safe policy or commitment statement
- Compliance with Child Safety Standards
- Working with Children's checks for staff and volunteers in accordance with the Working with Children Regulations 2016

National Redress Scheme:

In accordance with the National Redress Scheme Institutional Child Sexual Abuse Act 2018, the applicant acknowledges that in the event that they are named in an application for redress they will comply with joining the Scheme.

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The applicant agrees to inform Moonee Valley City Council if they are named in an application for redress without undue delay. For further information please go to: [Home | National Redress Scheme](#)

I have read, understood and agree to the conditions in relation to Child Safety and the National Redress Scheme.

*

☐ Yes

Further Information

* indicates a required field

Further Information

Is there any further information you'd like to add to help assist us reviewing your application? *

Terms & Conditions

* indicates a required field

Declaration and Disclaimer

I hereby acknowledge that I have read a copy of the Community Halls Terms and Conditions. I undertake, on the application being granted to comply in all aspects with such conditions and I expressly agree to indemnify Moonee Valley City Council, its servants and agents and the Mayor, Councillor and Citizens of the City of Moonee Valley, in accordance with attached conditions of hire. I realise that my group and I are responsible for any loss or damage to the facility and its contents and therefore agree to pay any costs incurred as a result of this loss or damage.

Disclaimer: I understand that this is a booking request only and subject to review by MVCC Officers. Applications are not approved until a confirmation letter has been received by the group/organisation from Council.

I have read and understood the declaration and disclaimer above *

☐ I agree

Terms and Conditions

BEFORE YOU SUBMIT

Please attach your signed copy of the MVAC Casual Hire Terms and Conditions *

Attach a file:

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

- ☐ I have completed all relevant sections
- ☐ I have attached all required insurance documentation and other supporting documents

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.

Your booking is not confirmed until a booking confirmation is received. Officers may contact you to discuss your application further.

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

- Phone: (03) 9243 8888
- Email: Recreation@mvcc.vic.gov.au

Agreement

Signature of applicant *

Date *

Must be a date.

Privacy Collection Statement

Your personal information is being collected by Moonee Valley City Council (Council) for the purpose of your booking application with the Riverside Netball and Tennis Centre. Your information will be stored in Councils record management system and will be used to identify you when communicating with Council and for the delivery of this service and information concerning this facility. Council will not disclose your personal information without your consent, except where required to do so by law. If the requested information is not provided, your application cannot be considered. For further information on how your personal information is handled, refer to Councils Information Privacy and Security Policy [here](#) or email privacy@mvcc.vic.gov.au.