



Whitehorse City Council

Application for Casual Use of Sports Fields for Sport

1. Applicants should read the Conditions for Casual Use of Sports Fields for Sport (see page 3) prior to completing this application form.
2. Complete the Application and submit to:

Whitehorse City Council
Leisure & Recreation Services Administration Team
Locked Bag 2
NUNAWADING VIC 3131
lars@whitehorse.vic.gov.au
3. If approved, you will be advised of the usage charges after your application has been assessed.

For more information, please call 03 9262 6371 or email lars@whitehorse.vic.gov.au

APPLICANT DETAILS

Group/Organisation/School Name:

Name of Representative:

Postal address of Representative:

Mobile:

Landline:

Email:

ACTIVITY DETAILS

Name of activity:

Reserve Name – Sports field name/s	Date/s	Times
<i>e.g. Elgar Park – North East Oval</i>	<i>18-19 November</i>	<i>10am – 12pm</i>

Whitehorse City Council Casual Use of Sportsfield for Sport – Application

EVENT SPECIFICS

Type of activity at Event (please tick): Australian Rules Football Soccer Cricket
 Cross Country Baseball Rugby Other _____
Nature of activity: Skills/drills Competition Other _____
Participants: Junior Senior Mixed

Are you charging a fee for people to participate in this activity? Y / N. If yes please advise the fee: \$ _____
 Expected number of participants: _____

Please tick if you plan to include or undertake any of the following:

- Public Toilets Required
 Noise, P/A (public address) sources _____
 Erect marquees, approx number? _____ What is size of the marquee(s)? _____ m wide x _____ m deep
 (Please note that structures must be secured with sand or water weights)
 Display signage Other _____

INSURANCE

It is a requirement of Council that all organisations that are incorporated have Public Liability Insurance.

- Copy of Public Liability Insurance attached (**minimum \$20m**)

Insurance Company:	Expiry Date:
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USER DECLARATION

In making this application _____ (name of group or organisation) indemnifies Council and holds Council harmless from and against all actions, costs, claims, expenses and damages whatsoever which may be brought or made or claimed against Council arising out of or in relation to the use/hire/lease of the park/reserve/facility/sports field(s) in question.

In the event of a declared day of total fire ban within the State of Victoria - Council have the right to cancel/reject any pre-approved event/activity to be held in a location deemed at risk of a bushfire.

I acknowledge that I have read and agree to abide by the Conditions for Casual Use of Sports fields for Sport (page 3), to undertake and comply with all conditions should this application be successful.

Name of Group or Organisation:	
Signed By (name):	Position:
Signature:	Date:

PRIVACY STATEMENT: The personal information requested on this form is being collected so that your application may be processed. The information will be used solely by Council for the primary purpose or directly related purposes and will not be disclosed to any other party except as required by law. For more information about Council's Privacy Policy, visit www.whitehorse.vic.gov.au or telephone 9262 6333.

CONDITIONS FOR CASUAL USE OF SPORTSFIELD FOR SPORT

1. Approval will only be issued if application is made in writing using the Casual Use of Sportsfield for Sport Application form and is made no later than fifteen (15) working days prior to actual usage and if the surface of the Sports Field is in suitable condition.
2. **Use of Sports Fields by School User Groups.** School term use of Sports Fields must be submitted to Council no later than ten (10) working days prior to the end of the preceding school term. Council reserves the right to reject or withdraw any application for the use of Sports Fields during a term booking if Sports Field conditions deteriorate.
3. Written Approval from Council may take up to ten (10) working days from the date the application is received by Council.
4. Casual User Group/s will be charged a rate per day dependant on the type of group (Commercial or Community) and the classification of the chosen ground. Fees of use will be confirmed with the Casual User Group/s upon confirmation.
5. Primary Schools and Secondary Schools within Whitehorse will not be charged fees for the Casual Use of Sports Fields. Schools located outside the municipality will be charged fees to use Sports Fields as per the Community Casual User Group/s rate. Please note educational institutions such as TAFE or Tertiary Institutions and school associations such as Victorian School Sports Association will be considered as a Community Casual User Group and charged accordingly.
6. Casual Bookings are not taken in the months of March and September.
7. No refunds will be used for the cancellation of a casual booking. Council may postpone a casual booking provided the casual user group notifies Council in writing no later than 5 working days before their booking. If less than 5 working days written notices has been provided then the booking cannot be postponed and no refund will be issued.
8. No damage is to be caused to the sports field as part of the booking requirements. Any costs to repair damage to the sports field caused by the booking will be charged to the applicant.
9. Any signage request requires Council approval.
10. All rubbish or equipment generated by the booking must be removed from the site and surrounding areas at the completion of the booking by the Casual User Group
11. Facilities in the reserve are for public use and must be shared. The booking is not to interfere with other park users (i.e. pedestrians) wishing to use the reserve.
12. Any structures (marquees, tables, chairs etc if required) bought onto the site in support of the booking need to be sited on firm ground using sandbags.
13. The use of sports field floodlights are not permitted for casual bookings of sports fields.
14. Vehicles are not permitted on the sports field. Car parking must only be in designated car parking areas, not on parkland (Emergency vehicle access excepted).
15. Whitehorse City Council reserves the right to cancel the event up to 24 hours before commencement.
16. Should your application be successful, the applicant must bring confirmation documentation from Council to the sports field and present it as proof of booking when requested by Council Officers.