



City of Busselton

Geographic Bay

2 Southern Drive, Busselton WA 6280

Locked Bag 1, Busselton WA 6280

Ph: (08) 9781 0383

Email: [bookings@busselton.wa.gov.au](mailto:bookings@busselton.wa.gov.au)

# Seasonal Recreational Ground Usage Application - Winter Season 2021

**This application form must be submitted by the closing date listed below. Your booking is not approved until the City of Busselton is satisfied with all sections of the application and a permit is issued. Any late or incomplete applications may prevent Clubs/Groups receiving the requested venues, times or dates.**

**Closing Date: Friday 12 March 2021**

NAME OF CLUB/GROUP:				
POSTAL ADDRESS:				
ABN (required for all incorporated clubs):				
Title	Name	Mobile Phone	A/H Phone	Email Address
President				
Secretary				
Treasurer				
New member enquiries				
PERSON RESPONSIBLE FOR THIS BOOKING:				
CONTACT PHONE NUMBER:		EMAIL:		

## Fixtures / Game Commencement

Please ensure Game Fixtures are provided by **Monday 22 March 2021**.

## Public Liability Insurance

Please attach a copy of your current Public Liability Insurance cover with your application.

(✓when completed)

**Note: Applications will not be processed without a copy of your Public Liability Insurance attached**

## Liquor Consumption & Sales

Please ensure you adhere to local liquor laws and the sporting groups conditions of use regarding Consumption of Alcohol.

(✓when completed)

## Facility Keys

Please advise if you require additional keys this season and number of sets required:  Lighting  Building  Ablutions

## Additional Bookings

If you require additional bookings that are not part of your training or competition i.e. **musters, come and try days, fund raising days or end of season events**, please contact Venue Support Services for an additional booking form or download from our website (Contract of Hire Form.) All ground use **must** have a ground booking form submitted and a permit issued.

## Pre-Season

If you are training prior to 01 April 2020 you need to have submitted a Contract of Hire Form for pre-season training (if not already completed) available from Venue Support Services by Emailing: [bookings@busselton.wa.gov.au](mailto:bookings@busselton.wa.gov.au).

## Booking Amendments

If your fixtures change or you amend any bookings please advise Venue Support Services (in writing with 24 hours) so your times can be adjusted. We need accurate usage times to avoid booking conflicts.

## Ground Lighting

Will you require ground lighting for training /games? YES  NO

(✓when completed)



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## Line Marking

The City of Busselton will line mark all AFL Ovals, Soccer Pitches and Rugby Grounds, once at the beginning of the season. It is then the responsibility of each Club to maintain line marking for the remainder of the season.

Please complete the section below with as much detail as possible.

Recreation Ground Applied for:	
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<b>Number of Teams:</b>	Seniors:	Juniors:
<b>Training:</b>	Date commencing:	Date finishing:
<b>Games:</b>	Date commencing:	Date finishing:

**Note:** Summer season sports get preference while their season is still running. Dates for raising goals and line marking to be completed are subject to the Ground Maintenance scheduling.

**Note:** No Studs / Sprigs of any kind are to be worn on any sporting ground prior to 01/04/2021.

	Tick appropriate box	Times	
<b>Monday</b>	<input type="checkbox"/>		to
<b>Tuesday</b>	<input type="checkbox"/>		to
<b>Wednesday</b>	<input type="checkbox"/>		to
<b>Thursday</b>	<input type="checkbox"/>		to
<b>Friday</b>	<input type="checkbox"/>		to
<b>Saturday</b>	<input type="checkbox"/>		to
<b>Sunday</b>	<input type="checkbox"/>		to

## Declaration

I ..... endorse this application, accept full responsibility for the above booking and will ensure compliance with the City of Busselton By-Laws, Conditions of Hire and Local Laws.	
Signature: .....	Date: .....

**PLEASE NOTE:** You are required to sign the above declaration as part of your booking application that you have read, understood and agree to the conditions of the hire stated above. Please ensure you have read them thoroughly.



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## Conditions of Hire

### APPLICANTS MUST BE OVER 18 YEARS OF AGE TO COMPLETE THIS APPLICATION FORM

#### 1. BOOKING APPLICATION

Usage of the City of Busselton's sporting grounds, reserves or public open spaces must be applied for by completing a Contract of Hire form and returning the completed form to Venue Support Services by emailing [Bookings@busselton.wa.gov.au](mailto:Bookings@busselton.wa.gov.au). This applies to Pre-Season Training, Pre-Season Matches and any ground use not listed on the Seasonal Recreational Ground Usage Application form.

#### 2. CONFIRMATION OF BOOKING

All applicants must follow the conditions of use outlined in the *Contract of Hire Form and Seasonal Recreational Ground Usage Application form*. The Hirer will be responsible for ensuring the use of the Reserve, Change Rooms and Ablutions complies with the approved purpose and all other conditions of hire. Unauthorised use or entry to a Reserve at any time without the written consent from the City Of Busselton may bring disciplinary action / fines to the club concerned.

#### 3. SCHEDULE OF FEES

To pay the City of Busselton the fees and charges incurred within 7 days of Invoice.

#### 4. USAGE TIMES

Approval to use a City sporting ground, reserve, or public open space applies only to the times and dates outlined on the booking confirmation. If the booking extends past the approved time, additional hire fees will be charged.

#### 5. CLEANING

The **change rooms shall be left clean and tidy after each use by the responsible clubs**. Rubbish shall be placed in the bins provided and all rooms and toilets will be secured with lights switched off before exiting the premises. Keys issued can be returned to Venue Support Services at the end of each season and any key bonds refunded.

#### 6. EQUIPMENT

All sporting clubs shall provide and maintain all of the equipment and materials requires to conduct their sport at their own expense (e.g. goal posts, goal rings, hockey goals etc). Any materials or equipment deemed unsafe by the City shall be removed.

#### 7. SAFETY

All soccer goals (junior and senior) must be anchored during training and games. All goals are to be removed from the grounds and securely stored off the pitches after each training / game. At the end of the season, soccer and hockey clubs are responsible for packing away all goals from the grounds, securing them off the pitches and padlocking them together to ensure they can't be accessed and used in between seasons by members of the public for safety.

#### 8. ATTENDANCE CAPACITIES

Attendance must not exceed the capacities determined by the Department of Health. In the event that such numbers are exceeded, the Hirer takes full responsibility for any legal action such as the termination of their booking.

#### 9. KEYS

Keys can be collected from the City of Busselton Administration building, 2 Southern Drive, Busselton between 10.00am and 4.00pm weekdays. A request for a key must be submitted at least 5 working days prior to the scheduled date of the booking and relevant key bond invoice issued and paid by the hirer prior to collecting the key.



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## 10. CONSUMPTION OF ALCOHOL

The Hirer must comply with provisions of the *Liquor Licensing Act 1988*. It is a breach of by-laws to take alcohol onto, or consume alcohol on any reserve without written permission from the City of Busselton. Clubs who lease a club room facility situated on a sporting ground must obtain approval from the City of Busselton and a liquor licence to allow the consumption and sale of alcohol on a City reserve.

## 11. SMOKING

Smoking is strictly prohibited in all Council facilities. Smoking must be restricted to outdoor areas only and any discarded butts disposed of appropriately.

## 12. INSURANCE

Community groups/clubs are required to provide the following current and valid certificates and qualifications at the time of booking:

- \$10 Million Public Liability Insurance
- Certificate of Incorporation / ABN (whichever is relevant)

## 13. DAMAGE

Please ensure that any notable damage to sporting grounds, lighting, club rooms or ablutions is reported to Venue Support Services during business hours Monday to Friday between 8:30am and 4:00pm, by emailing [bookings@busselton.wa.gov.au](mailto:bookings@busselton.wa.gov.au).

## 14. COMPLIANCE WITH LOCAL LAWS

The Hirer must ensure compliance with the City of Busselton's Local Laws. If the Hirer intends to sell food at the venue, the Hirer must obtain a permit from the City's Environmental Health Services and other appropriate trading permits.

## 15. VEHICLE ACCESS

No vehicle is authorised to access any sporting ground, reserve or public open space area without obtaining prior consent from the City.

## 16. TENTS / MARQUEES / BOUNCY CASTLES

No tent, marquee or bouncy castle is to be erected at any facility, reserve or public open space area without obtaining prior consent from the City. No stakes and/or pickets are to be placed into any part of the ground without the City's consent in order not to damage reticulation or underground services. All Bouncy Castle requests must be submitted by completing a Contract of Hire Form stating location, date and time of event and a map showing the location of the bouncy castle. A permit must be obtained and a member of the Irrigation Team will line mark the reticulation and underground services. Any repair of damage to the City's reticulation will be at the expense of the Hirer.

## 17. LINEMARKING

The City of Busselton will line mark all AFL Ovals, Soccer Pitches, Hockey fields and Rugby Grounds, once at the beginning of the season. It is then the responsibility of each Club to maintain line marking for the remainder of the season. A water-based paint is to be used (other materials are prohibited due to toxic effects to both people and the reserve grounds).

## 18. WORKING WITH CHILDREN CHECK (WWCC)

It is a requirement any person engaged in paid or unpaid work with children, obtains a WWCC. Work is child-related work if the usual duties of work involve or are likely to involve, contact with a child in connection to coaching or private tuition service of any kind and/or a club/association/movement with a significant membership/involvement of children, but not including an informal arrangement entered into for private/domestic purposes. It is your responsibility to comply with this requirement and ensure all relevant coaching staff hold a current and valid WWCC.

## 19. QUALIFICATIONS

It is your responsibility to ensure all coaching staff/officials hold relevant qualifications applicable. We reserve the right to request copies of these qualifications if required.