

Application for a Casual Sports Field Permit

HIRER DETAILS (Section 1)

Name of Club/Organisation:		CITY Reference:
Club/Organisation contact name:		
Address:		
Suburb:		Postcode:
Telephone (bus):	(after hours):	
(mobile):	E-mail:	

EVENT DETAILS (Section 2)

Event type (please tick all that apply)

- General (not for profit)
 Fund raising
 Commercial
 Junior players (up to 16)
 Senior players
 Other (specify) _____

Name of Sport and/or Activity (e.g. Soccer carnival, AFL practice match etc)

Name of precinct (please refer to CPSP maps, available at www.albany.wa.gov.au/your-community/)

Name of field (please refer to CPSP maps, available at www.albany.wa.gov.au/your-community/)

Days and times requested

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start time (AM/PM)							
Finish time (AM/PM)							
Start date (dd/mm/yy)				End date (dd/mm/yy)			

Please Note: Hire times shall incorporate any time required for pre-functional deliveries and/or set up arrangements and must be indicated on this application form.

SITE DETAILS (Section 3)

Do you require access to power Yes No

Do you require access to lights (where available) Yes No

Do you plan to use any additional infrastructure for your event e.g. marquees, amusements, provision of food and beverages etc.

Yes

No

If yes please provide details below.

INSURANCE (Section 4)

Schools only

If no to either of the following questions a current **Certificate of Currency of Public Liability Insurance** (minimum \$10 million), must be provided with this application.

Are you a State Government school?

Yes

No

Are you participating in school approved activities?

Yes

No

All other organisations

Has your organisation received a Seasonal or Casual Sports Field Permit in the last 12 months?

Yes

No

ISSUING OF PERMITS (Section 5)

- Please allow 10 business days for the processing of your application.
- Bookings are not final until confirmation is provided to you by the Administration Team Leader at Albany Leisure and Aquatic Centre.
- Permits will be sent to the contact person detailed in Section 1 of this form.

STATEMENT OF ACCEPTANCE (Section 6)

Council is committed to protecting your privacy. The personal information which you provide on this application is being collected by Council for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. The personal information provided in Section 1 will be publicly available, including publication in the City of Albany website. The remainder of the personal information that you have provided will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to Council whilst completing this application, please contact Albany Leisure and Aquatic Centre on **08 9844 2250**.

I hereby confirm and acknowledge (tick)

- I have read and understood the contents of this form and the Casual Field Booking Handbook, and have been given full opportunity to discuss the implications of this application;
- The information I have provided in this form is accurate and complete; and that if a permit is issued, I will be required to comply with the terms and conditions contained in the permit which will include an obligation to comply with the Casual Field Booking Handbook as amended from time to time;
- That if a permit is issued, I will be required to comply with all other statutory rules, ordinances and other enactments of the Commonwealth of Australia or State of Western Australia including without limitation, the *Food Act 2008*, *Liquor Control Act 1988*, *Local Government Act 1995*, *Freedom of Information Act 1992* and *Activities on Thoroughfares and Public Places and Trading Local Law 2011* and *Local Government Property Local Law 2011*;
- That if a permit is issued, I will be required to enter into an application for credit with Council agreeing to its payment terms. Hire fees will be payable on invoice in keeping with the fees and charges schedule approved by Council each financial year. Any requests for fee waivers, refunds and disputed accounts must be made in writing prior to payment of the account becoming overdue;
- That in order to have this application considered, a Certificate of Insurance is required from any organisation that has not applied for a Seasonal Sport permit in the previous season and/or year; and
- Compliance with, as an individual and/or authorised representative of the group/organisation, the rules applicable to the Centre and any special conditions noted by the staff in relation to an approved booking. Should the Leisure and Aquatic Centre have to engage the services of a collection agency; the hirer will bear all associated costs to recover the debt in full.

First Name:	Surname:
Position:	
Organisation Name:	
Date (dd/mm/yy):	Signature:

OFFICE USE ONLY

Date Received:	Date:		Initial:
Processed:	Date:	Booking ID:	Initial:
Reserves Staff Notified:	Date:	Format: (email, phone):	Initial:
Hirer Advised of Fees and Charges:	Date:	Format: (email)	Initial:
Booking Confirmation Sent:	Date::	Format: (email)	Initial:
Booking entered into shared calendar:	Date::		Initial:
Booking invoiced:	Date:		Initial: