



Please submit applications at least
21 days prior to planned use.

SECTION 1 - APPLICANT DETAILS			
Association/Club Name			
Sport to be played / Use			
SECTION 2 - ASSOCIATION/CLUB CONTACT INFORMATION			
Name		Position	
Mail Postal Address (Mandatory field)			
Work phone		Home phone	
Mobile		Website	
Email			
Preferred method for correspondence <i>Mail</i> <input type="checkbox"/> <i>Email</i> <input type="checkbox"/>			
SECTION 3 - PLANNED CASUAL EVENT (Gala Days, Representative Matches, Community Events, etc.)			
Proposed Date		Proposed Times	
Sportsground / Site			
Event Information			
Facilities Required	Sports Oval Pavilion Building Floodlights Toilet Access Will you be line marking?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
Extra Facility requests			

SECTION 4 - PUBLIC LIABILITY INSURANCE (Minimum \$20 million)
(To be completed by all registered clubs, incorporated organisations or commercial enterprises - copy of Certificate of Currency for event dates must be attached)

Insured Name			
Insurance Company			
Policy Number		Policy Value	
Commencement Date		Expiry Date	
Location of Coverage			
Bega Valley Shire Council noted as an 'Interested Party' (circle)	YES	NO	

SECTION 5 - HIRE AGREEMENT

CONDITIONS OF HIRE

1. All bookings are at the discretion of the facility management committee and Bega Valley Shire Council. Bookings are subject to the fees and charges, including any cancellation fees, as published in the Bega Valley Shire Council schedule of fees and charges available at http://begavalley.nsw.gov.au/Your_Council/Fees/Fees.htm
2. All registered clubs, incorporated organisations or commercial enterprises hiring Council facilities must provide a copy of their Certificate of Insurance for Public Liability (Minimum \$20 million).
3. The facilities are to be opened and closed by a responsible person and keys returned immediately after the period of allocation. Keys are not to be copied and all keys or locks lost or damaged are to be paid for by the user.
4. A ground/ facility inspection will be carried out by the referee/umpire and the user group prior to the commencement of use. Any problems should be repaired or managed if possible, or referred to Bega Valley Shire Council. Facility use should not commence until any risks have been suitably managed.
5. The area and facilities are to be left clean and tidy. Failure to do so will invoke a charge for cleaning. User is to remove all excess rubbish. All large receptacles are to be wheeled and placed on hard surface only.
6. Council reserves the right to close the sportsground in the event of bad weather, poor conditions, or where excessive damage is likely to be caused to playing areas. It is the responsibility of the user to ascertain from Council the extent of such prohibition.
7. All damage to the sportsground or facilities caused by the user is the responsibility of the user and will be charged thereto.
8. The facility committee or Bega Valley Shire Council reserves the right to cancel any booking. If this action is taken, the committee and Bega Valley Shire Council will not be liable for any loss or damage resulting from the cancellation.
9. Any sale of alcohol at the venue is only permitted if all relevant approvals from Council, the NSW Office of Liquor Gaming and Racing and the NSW Police are sighted by the committee and/or Bega Valley Shire Council prior to confirming the booking.
10. Smoking is not allowed inside or within 10 metres of any Council building or Sportsground.

ACKNOWLEDGEMENT

I hereby certify that the information supplied in this application is correct to the best of my knowledge. I also undertake to advise the facility committee and/or Bega Valley Shire Council should there be any alterations or additions to the information supplied immediately.

I am 18 years or over and have read and agree to be bound by the requirements above and outlined at the time of booking confirmation and agree to tender hire charges in full.

Applicant Name		Position	
Applicant Signature		Date	