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City of HOBART

CITY OF HOBART
PARKS AND CITY AMENITY DIVISION
SUMMER 2017-2018 SEASONAL SPORTS FIELD APPLICATION

NAME OF ASSOCIATION, CLUB, SCHOOL _____

CONTACT PERSON _____ POSITION _____

EMAIL _____

MAILING ADDRESS _____ POSTCODE _____

STREET ADDRESS _____ POSTCODE _____

PHONE _____ FAX _____

GROUND* _____

**Please complete a separate application form for each ground required. Bookings that require the use of lights will also need to be listed on a separate form to those that don't.*

TYPE OF SPORT(S) TO BE PLAYED _____

	SENIOR	OR	JUNIOR
CHANGE ROOMS REQUIRED	YES	/	NO
MARKINGS REQUIRED	YES	/	NO
LIGHTS REQUIRED	YES	/	NO
KEYS REQUIRED (Toilets already unlocked)	YES	/	NO

DETAILS _____

PLEASE INDICATE ANY OTHER REQUIREMENTS _____

I have read and agree to the Conditions of Hire (see overleaf).
Please read these conditions carefully.

This booking will be confirmed in writing within two weeks of receiving the application. Hirers may be required to present the confirmation at the sporting venue.

Applications should be forwarded to the Senior Administrative Officer, Parks and City Amenity Division, City of Hobart, GPO Box 503, Hobart 7001 or fax to 6236 9365

BOOKINGS REQUIRED

NOTE: Please detail the actual days and times required for competitions (C) and training session (T). Please also include the number of participants for each session (Estimation is fine)

Week Beginning	Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			Sunday			
Example							5-7pm	T	100							8.30-12pm	C	30				
25 Sept																						
2 Oct																						
9 Oct																						
16 Oct																						
23 Oct																						
30 Oct																						
6 Nov																						
13 Nov																						
20 Nov																						
27 Nov																						
4 Dec																						
11 Dec																						
18 Dec																						
25 Dec																						
1 Jan																						
8 Jan																						
15 Jan																						
22 Jan																						
29 Jan																						
5 Feb																						
12 Feb																						
19 Feb																						
26 Feb																						
5 Mar																						
12 Mar																						
19 Mar																						
26 Mar																						

CONDITIONS OF HIRE

PAYMENT

1. The hire charge for casual bookings is to be paid **prior to the Sportsfield being used**.
2. All fees owing to the City of Hobart ("Council") must be paid by the due date, as specified on each invoice received. Interest may be charged on overdue invoices as determined in accordance with Section 128(2) of the Local Government Act (1993). Council reserves the right to lodge overdue invoices with a Collection Agency to recover the debt. Collection and legal costs incurred by the Council in the recovery of fees will be paid by the Hirer.
3. Casual hirers will be charged in accordance with Council Fees and Charges for the non return of keys within 7 days of use.
4. A key bond of may be charged as part of Seasonal Tenancy hire.

CANCELLATION/CLOSURE

5. The City of Hobart must be informed of all cancellations in writing.
6. A refund will not be issued if the booking is cancelled within seven (7) days of the nominated event.
7. All bookings are subject to cancellation by the City of Hobart, if in their opinion the venue is unfit for use. In these circumstances the Hirer will be notified of the closure on the day of the hire.
8. Refunds will not be issued to seasonal hirers receiving a discount if the sportsfield is closed due to inclement weather. For casual hirers, refunds will be issued for non-use when the sportsfield is closed by the City of Hobart.

CLEANING

9. The City of Hobart will provide a clean and tidy venue. It is the responsibility of the Hirer to ensure the venue is left in the same condition at the conclusion of the hire. All waste is to be collected immediately after the event and placed in the rubbish bins provided.
10. The City of Hobart is able to provide additional bins at the Hirers expense. These should be requested at the time of the Booking Application. Change Rooms are to be cleared of all waste immediately and left in a clean and tidy condition.
11. Goal post padding and soccer nets must be removed and stored at the end of each session.
12. All pegs used to secure nets etc are to be fully removed from Sportsfield surface at the end of each session. If this task is not completed the Hirer will be liable for any damage that has resulted to equipment delivering sportsfield maintenance programs.
13. The City of Hobart will undertake inspections to ensure a venue has been left clean and tidy. An additional charge will be incurred by the Hirer if Council undertakes additional cleaning or waste removal as a result of non compliance.

SECURITY

14. Keys for enclosed venues on which recreational activities are to be conducted may be obtained from the City of Hobart Parks and Amenity Division which is located at the Hobart Council Centre, 16 Elizabeth Street Hobart prior to the event.
15. The Hirer is responsible for safe keeping of any allocated keys. Unauthorised use or copying of keys will result in future bookings being terminated.
16. Keys are signed out to the Hirer and are not to be distributed to any other person without permission from the City of Hobart.
17. Hirers are to keep a register of those who have been allocated keys and this information must be provided if requested by the City of Hobart.
18. It is the responsibility of the Hirer to ensure adequate measures are taken to secure all buildings and gates on vacating the venue.
19. The Hirer will be responsible for the safe keeping of all City of Hobart property located within the venue during the tenancy and shall pay the organisation any such costs for the repair or replacement of any item damaged or lost.

ACCESS BY COUNCIL OFFICIALS

20. An authorised officer of the City of Hobart shall at all times be entitled to free access to the venue when undertaking official Council business.

CLUB/ASSOCIATION CONTACTS

21. The City of Hobart is to be notified **immediately** of any change to contact details of the nominated representative of the Hirer using the venue.

NON-COMPLIANCE and PUBLIC LIABILITY

22. Costs resulting from damage to property managed by the City of Hobart or callouts of personnel following non-compliance with these conditions will be charged to the Hirer.
23. The Hirer is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for all claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the Hirer, or his, her, its servants, agents, employees or any person acting for or on behalf of the Hirer during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid provided that the Hirer shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.
24. The Hirer must produce, prior to a booking being confirmed, a "Certificate of Currency" for a public liability insurance policy protecting liability for bodily injury or death to any person or property damage for a sum not less than twenty million dollars. Council must be noted as an Interested Party on the Policy.
25. Before each use the Hirer must inspect the sportsfield and surrounds to ensure the surface is safe and available for use. Should the sportsfield be deemed unsafe for play for any reason it is the responsibility of the Hirer to cancel usage and inform the City of Hobart.
26. Each sportsfield inspection must be documented and records kept for viewing by the City of Hobart as required.

GENERAL

27. All Sportsfield lighting is programmed automatically. Hirers are not to manually adjust lighting under any circumstances.
28. The City of Hobart may restrict activities on Sportsfields and Hirers must abide by this direction.
29. Hirers must not remove barriers used to section off any part of the Sportsfield unless approval is obtained.
30. No advertising material is to be displayed on any part of the venue without approval from the City of Hobart.
31. Applications for activities on Anzac Day will not be approved unless all events commence after 12.15pm.
32. All Hirers using Sportsfields are subject to all the relevant City of Hobart By Laws.
33. The erection and removal of all goal structures is the responsibility of the City of Hobart. Hirers are not to remove or alter this infrastructure at any time.
34. Any electrical equipment must be tagged and tested by a qualified Electrician prior to use. Costs associated with callouts or repairs as a result of this condition not being adhered to will be invoiced to the Hirer.
35. No Hirer or individual without the written approval of the City of Hobart shall be in possession of any alcohol at the venue.

I..... on behalf of	
(Name)	(Club/Association/Group)
accept and agree to abide by the conditions of hire outlined above:	
.....
(Signed)	(Date)