

Seasonal Reserve Hire

Application Form



Organisation Details

Organisation Name:

Postal Address:

Email:

Website:

Do you have current Public Liability Insurance?

Yes No

If yes, please attach a copy of your Certificate of Currency

Are you Incorporated?

Yes No

If yes, please attach a copy of your Incorporation Certificate

Does your Club/Group have an Australian Business Number?

Committee Details

Position	Name	Phone	Email
President			
Vice President			
Treasurer			
Secretary			
Grounds Person			

Reserve

Season

Training start date:

Game start date:

Season finish date:

Finals date:

Special events (outside of scheduled fixtures):

Reserve Usage Policy

- Preference will be given to organisations who have previously accessed the Reserve, subject to the activity suitability.
- A two-week reserve maintenance program is scheduled between seasons. Reserves may not be available for this period with consideration given to the nature of use and the expected wear and tear on the reserve, and the recognised maximum usage amount of 25 hours per week.

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Reserve usage

DAY	TRAINING AND GAME DAY TIMES e.g. 5:00pm - 8:00pm	FLOODLIGHT TIMES e.g. 6:00pm 8:00pm
Mondays		
Tuesdays		
Wednesdays		
Thursdays		
Fridays		
Saturdays		
Sundays		

Floodlight usage

Do you require access to floodlights if available?

Yes No

* All hirers must provide floodlight timer requests by 30 April or 31 October. Should the City receive any additional requests for timers to be changed, the City may on-charge the cost of the electrician's call-out fee to the hirer.

DAY	Start	Finish
Mondays		
Tuesdays		
Wednesdays		
Thursdays		
Fridays		
Saturdays		
Sundays		

Fixtures

Please include a link to your fixtures

Fees & Charges

- » Your club will be invoiced on the number of players you have participating.
- » During the season the City will request player numbers and will confirm with the relevant SSA.
- » Use of reserves by juniors (17 years of age and under) will be subsidised 100% for City of Kalamunda based clubs.

2022/2023 Seasonal Hire Charge – Seniors (18+):

3 + sessions per player per week	\$90
1 traditional session per player per week	\$45
2 traditional sessions per player per week	\$67.50
1 traditional session per player per week – short season	\$27
2 traditional sessions per player per week – short season	\$45
Juniors (under 18)	No charge
Pre-season	\$12 per hour

*Please see Reserve Hire Pack for further details and description of Seasonal Hire Charges.

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Conditions of Hire

Application Process

1. Hirers must apply for the booking of reserves through the City of Kalamunda by completing the prescribed application form and noting the Conditions of Hire. The City will presume acceptance of the hire conditions as stipulated on the form upon receipt of a signed forms from the hirer.
2. Seasonal hirers will be invoiced shortly after the commencement of the season when player numbers are confirmed by a nominated club representative. In the event fees are outstanding from the previous season, bookings will NOT be considered for the current season.
3. The seasons are defined as follows:
 - » **WINTER SEASON** from the second Saturday in April to the last Sunday in September
 - » **SUMMER SEASON** from the second Saturday in October to the last Sunday in MarchThe two-week break between seasons is used for necessary ground maintenance, giving your club the best possible ground to play on.

NOTE: These dates may have to change depending on the type/duration of any maintenance works.
4. If your club is intending to host a large event or fixture that will attract more than the normal number of spectators to the ground you are required to contact the City's Events Officer on 9257 9833 to assess what arrangements will need to be put in place to manage matters such as parking and waste, and to gain City approval. This is also to ensure that all other user groups of the venue are considered and notified.
5. Seasonal users are not permitted to sub lease their area to other user groups or personal trainers. All reserve bookings must be managed and controlled by the City.
6. Out of season training or matches are not considered 'club fixtures', must be booked additionally and will incur a charge.
7. The public shall have free access to the recreational reserve on which the hired sports reserve is located, other than access to the reserve itself when such is being used by the hirer during such times that are

specified in the City's approval to the seasonal hire.

Risk Management / Insurance

8. It is strongly recommended that all groups using City reserves obtain adequate insurances including public liability insurance.
9. Hirers have a duty of care to ensure they take all reasonable steps to provide a safe event or activity for the participants at the booked reserve.
10. Clubs must provide a Certificate of Currency with their booking form.
11. Hold Harmless – The hirer agrees to hold the City harmless for any liability arising.

Liquor Licence / Consumption

12. The hirer of any reserve MUST comply with the provisions of the *Liquor Control Act 1988* and any other relevant Acts in force. The Department of Racing, Gaming and Liquor is responsible for administering the *Liquor Control Act 1988*. For more information visit r.gl.wa.gov.au/liquor.
13. Functions and events on the actual reserves involving the consumption of liquor which requires an extension of the Clubs regular licence MUST receive written approval from the City.
14. Please ensure that City of Kalamunda Property Services has a copy of your licence as per the terms of lease agreement.

Ground & Marking Conditions

15. Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of this will be charged for the reinstatement costs and/or repairs.
16. Pointed objects are NOT to be driven into the surface of any reserve unless approval is received in writing from the City eg. the erection of star pickets, tent pegs etc.
17. Reserves shall only be marked with materials approved by the City of Kalamunda. Lime, creosote, herbicide and oil **ARE NOT TO BE USED UNDER ANY CIRCUMSTANCES FOR MARKING RESERVES. HIRERS WILL BE LIABLE FOR ANY DAMAGE CAUSED BY USING PROHIBITED MATERIALS.**

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Floodlight Usage

18. All user groups/hirers must cover usage costs of electricity power consumption.
19. User groups must complete a Floodlight Usage Form for pre-season and general season usage.

Parking and Litter

20. Under no circumstances is parking allowed on any reserve except in the areas allocated for that purpose. If the hirer requests a reserve to be used for parking, first written approval must be obtained from the City.
21. All areas are to be left clean and tidy at the conclusion of each hire period. It is the hirer's responsibility to provide additional bins or have rubbish removed from the venue if a function/ activity generates an excessive amount of rubbish.

Damage/Resident Complaints

22. The hirer must be mindful of residents in the immediate vicinity. Any complaints received by the City will be investigated.

23. The hirer of any part or parts of a reserve shall maintain and keep good order and decent behaviour within the reserve, and shall be solely and entirely responsible for the carrying out and compliance of the Local Laws and for any damage arising to the buildings, fixtures, fittings, furniture etc. and shall pay such damages as may be assessed by the City. All equipment brought onto the ground/venue must be removed at the end of the hire period.
24. The hirer will not destroy, damage or interfere with any property owned by or vested in the City.
25. The hirer shall not remove, damage, deface, mark or alter any sign, notice, flag or other specified indicator.
26. Non-compliance of any City of Kalamunda Conditions of Hire may result in the review of usage rights as authorised by the Manager Community Development and may jeopardise future use of any of the City's reserves and facilities.

Release from Indemnity and Acceptance of Conditions of Hire

For the purpose of being allowed to participate in the activities at City of Kalamunda Reserves, on behalf of our organisation, I agree to sign and be bound by this acknowledgement of release. Exercise is demanding and there are innate risks associated with these activities. I recognise that participating in recreational activities at the City of Kalamunda Reserves may cause serious injury, paralysis or death. Participation is at my own risk and I release the irrevocably indemnity the City of Kalamunda, its staff, council, servants and against any action or claim arising from participation at the City of Kalamunda Reserves.

I accept and acknowledge the Reserve Conditions of Hire.

I agree that the information declared above is true and correct and I have read and understand that my rights are limited by this release.

Name:

Position:

Signature:

Date:

Please return your completed form to the Club Development Officer

EMAIL sport@kalamunda.wa.gov.au

IN PERSON City Administration Office, 2 Railway Road, Kalamunda

Your booking will be confirmed when your application form has been completed in full