

Leisure Facilities – Booking Request Form

This application form is for hire of Greater Shepparton Leisure Facilities and Equipment.

Once you have completed all details in full, please submit all documentation via email for your booking request to be considered. Upon receipt of the signed booking request form and all required paperwork from the hirer, Council will consider the booking and notify you within fourteen working days of the decision. If your booking is accepted, the venue will advise, in writing, applicable fees and a pre booking meeting will be scheduled when required.

Council do not offer tentative bookings. To confirm any casual booking, payment must be made in full prior to the booking start date. For regular or Corporate Bookings invoices will be sent monthly.

Please note: Signatory must be over 18 years of age.

1. Applicant Details		Date of Application		
Name of Organisation/School/Club				
Event/Program Name, Purpose of booking Type of sport/activity				
Contact Person				
ABN				
Postal Address				
Suburb	Postcode	State		
Phone number	Mobile			
Email	Website			
2. Facility /Equipment				
Shepparton Sports Stadium	<input type="checkbox"/> Court 1	<input type="checkbox"/> Court 2	<input type="checkbox"/> Court 3	<input type="checkbox"/> Court 4
	<input type="checkbox"/> Multi-Purpose Room	<input type="checkbox"/> Meeting room 1	<input type="checkbox"/> Meeting room 2	
	<input type="checkbox"/> Community BBQ	<input type="checkbox"/> Activities In The Park Equipment		
Tatura Sports Stadium	<input type="checkbox"/> Indoor Court	<input type="checkbox"/> Outdoor Change Rooms	<input type="checkbox"/> Meeting room 1	
Visy Centre	<input type="checkbox"/> Court 1	<input type="checkbox"/> Court 2	<input type="checkbox"/> Upstairs Dance studio	<input type="checkbox"/> Downstairs Theatre
Outdoor Seasonal Pools	<input type="checkbox"/> Mooroopna Pool	<input type="checkbox"/> Merrigum Pool	<input type="checkbox"/> Tatura Pool	
KidsTown	<input type="checkbox"/> Amphitheatre	<input type="checkbox"/> Peppercorn Gardens 1	<input type="checkbox"/> Peppercorn Gardens 2	
	<input type="checkbox"/> Peppercorn Gardens 3	<input type="checkbox"/> Peppercorn Gardens 4	<input type="checkbox"/> Crunch room	
	<input type="checkbox"/> Munch room	<input type="checkbox"/> Portable BBQ	<input type="checkbox"/> Activities In The Park Equipment	
	<input type="checkbox"/> Furphy's Picnic & Play area	<input type="checkbox"/> The BBQ Shelter	<input type="checkbox"/> Miniature Train	
	<input type="checkbox"/> Junction Shelter	<input type="checkbox"/> Jan Maude Lawns	<input type="checkbox"/> Turtle Back 1	
	<input type="checkbox"/> Turtle Back 2	<input type="checkbox"/> Volleyball court & Lawn Area	<input type="checkbox"/> All Areas	

Leisure Facilities – Booking Request Form

3. Purpose of Booking	
Shepparton Sports Stadium	<input type="checkbox"/> Private <input type="checkbox"/> Birthday Party <input type="checkbox"/> Corporate /Work Function <input type="checkbox"/> Meeting <input type="checkbox"/> School Excursion <input type="checkbox"/> Club or Association <input type="checkbox"/> Badminton <input type="checkbox"/> Basketball <input type="checkbox"/> Handball <input type="checkbox"/> Netball <input type="checkbox"/> Table Tennis <input type="checkbox"/> Soccer <input type="checkbox"/> Volleyball <input type="checkbox"/> Aerobics <input type="checkbox"/> Community Fundraiser/activity <input type="checkbox"/> Other <input type="text"/>
Tatura Sports Stadium	<input type="checkbox"/> Private <input type="checkbox"/> Birthday Party <input type="checkbox"/> Corporate /Work function <input type="checkbox"/> Meeting <input type="checkbox"/> School Excursion <input type="checkbox"/> Club or Association <input type="checkbox"/> Badminton <input type="checkbox"/> Basketball <input type="checkbox"/> Handball <input type="checkbox"/> Netball <input type="checkbox"/> Table Tennis <input type="checkbox"/> Soccer <input type="checkbox"/> Volleyball <input type="checkbox"/> Aerobics <input type="checkbox"/> Community Fundraiser/Activity <input type="checkbox"/> Other <input type="text"/>
Outdoor Seasonal Pools	<input type="checkbox"/> Private <input type="checkbox"/> Birthday Party <input type="checkbox"/> Corporate /work function <input type="checkbox"/> Meeting <input type="checkbox"/> School Excursion <input type="checkbox"/> Club or Association <input type="checkbox"/> Community Fundraiser/Activity <input type="checkbox"/> Pool Party <input type="checkbox"/> Inflatable <input type="checkbox"/> Facility Swim Lessons <input type="checkbox"/> <input type="text"/> Other
KidsTown	<input type="checkbox"/> Private <input type="checkbox"/> Birthday Party <input type="checkbox"/> Corporate /Work Function <input type="checkbox"/> Meeting <input type="checkbox"/> Program <input type="checkbox"/> Public Event <input type="checkbox"/> Community Fundraiser/Activity <input type="checkbox"/> Wedding <input type="checkbox"/> Volleyball <input type="checkbox"/> Miniature Train Rides <input type="checkbox"/> Catering <input type="checkbox"/> Other <input type="text"/>
4. Booking Details	
Day/s Required	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> I have attached to this application the Dates and Times
Dates	From: ___/___/___ To: ___/___/___. From: ___/___/___ To: ___/___/___. From: ___/___/___ To: ___/___/___.
Times	Start Time (including set up time) _____ am/pm Finish Time (including pack up time) _____ am/pm
Frequency of Booking	<input type="checkbox"/> One off booking <input type="checkbox"/> Daily Recurrence <input type="checkbox"/> Weekly Recurrence <input type="checkbox"/> Monthly Recurrence <input type="checkbox"/> Other <input type="text"/>
Approximate Numbers	

Leisure Facilities – Booking Request Form

5. Booking Details	
Public Liability Insurance	<p><i>Required by Sporting Clubs, Associations, Corporations, Incorporated Bodies or where the Hire Purpose is Commercial or For Profit</i></p> <ul style="list-style-type: none"> Is your organisation or group incorporated? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I have attached to this application the Certificate of Currency (Public Liability Insurance) for \$20million dollars in the name of the Organization/group on this application. <input type="checkbox"/> I have noted Greater Shepparton City Council as an Interested Party on the certificate/ insurance.
Casual Booking Only: <i>To facilitate Refund of Bond</i>	<p>Bank Account Details: Bank Account Name _____ BSB No. _____ Account No. _____</p>
Security Deposit - Bond?	<ul style="list-style-type: none"> Security Deposit - Bond? <input type="checkbox"/> Yes <input type="checkbox"/> No Amount Paid \$ _____ <i>(In certain cases, a security deposit or Bond may be required, please refer to conditions of use)</i>
Catering	<ul style="list-style-type: none"> Will catering be required (eg. will you require the kiosk/CAFÉ to be open)? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Please note the kiosk/CAFÉ will only open outside normal operating hours if sufficient participant numbers allow)</i> Are the following goods or services to be sold or consumed, if so please provide details <input type="checkbox"/> Food or Drink <input type="checkbox"/> Alcohol <input type="checkbox"/> Products / Merchandise <i>(Please see attached conditions of use for further information on the sale / consumption of food & drink on site.)</i>
Alcohol Consumption	<ul style="list-style-type: none"> The Hirer agrees not to permit the consumption or service of alcohol in breach of the Liquor Act or of any license issued there under (Any such license must not be sought without the prior written consent from Greater Shepparton City Council Leisure facilities Staff) Request for the serving and or consumption of alcohol. Are you proposing to supply, serve or sell alcohol? <input type="checkbox"/> YES <input type="checkbox"/> NO <ul style="list-style-type: none"> What is the proposed purpose of alcohol? <input type="checkbox"/> Private Function <input type="checkbox"/> Corporate Function <input type="checkbox"/> Community Event Council Land - Consumption of Liquor Permit The Consume Liquor In A Public Place Permit Application can be found @ http://greatershepparton.com.au/assets/files/documents/local_laws/permits/TEMPLATE - Permit Application - Consume Liquor in a Public Place.pdf Permits to consume liquor on Council land are issued by Council's Local Laws department for the following locations: Any Council road or Council land (other than KidsTown)

Leisure Facilities – Booking Request Form

	<p>To apply for a permit to consume liquor on Council land at any site (except KidsTown), please complete the Consume Liquor in a Public Place Permit Application Form and return the completed application and payment to Council.</p> <p>The application fee is non-refundable and is payable upon applying for a permit.</p> <p>Please refer to the Conditions of use for more information</p>
Signage	<ul style="list-style-type: none"> Do you wish to display signage in or on council property? <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If “Yes” please provide a description of the type and purpose of your signage. Please also attach an example or photo of signage for council’s consideration.</p> <p>_____</p>
Media, Photography/video recording	<p><input type="checkbox"/> Yes, I _____ the applicant authorise Greater Shepparton City Council to use any photographs/videotapes taken during our booking to be utilised for all publicity purposes including publications, promotional flyers, news media, websites, newsletters, social media and magazines.</p> <p><input type="checkbox"/> No, I _____ the applicant, do not authorise Greater Shepparton City Council to use any photographs/videotapes taken during our booking.</p> <ul style="list-style-type: none"> Media and photography requests: All media, photography and video associated with this booking, are subject to written council approval. This is arranged via Leisure Facilities Staff. <p>Do you plan to record or broadcast your activities associated with this booking request?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details of the type of media</p> <p><input type="checkbox"/> photography <input type="checkbox"/> video recording <input type="checkbox"/> live streaming or Social Media</p> <p><input type="checkbox"/> TV <input type="checkbox"/> Radio</p> <p>Who will be providing these services: _____</p>
6. Addition Information Service Requests	
Vehicles	<ul style="list-style-type: none"> Are vehicles to be positioned in a Council Facility or on Council Facility lawns? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes” please provide details and a copy of a sketch plan.) _____
Waste Management	<ul style="list-style-type: none"> Will you require extra bins (fees apply)? <input type="checkbox"/> YES <input type="checkbox"/> NO <p>If “Yes” how many additional bins are required _____</p>
Sound and Music	<ul style="list-style-type: none"> Will you be using a PA system or amplified music? <input type="checkbox"/> YES <input type="checkbox"/> NO

Leisure Facilities – Booking Request Form

Temporary Structures	<ul style="list-style-type: none"> Do you propose to erect portable structures or amusement devices? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify your Temporary Structures request _____ _____ <p><i>Note some Temporary Structures may require planning and building approvals depend on the type and nature of your activities during the Hire period</i></p>
Signage and other decorations	<ul style="list-style-type: none"> Do you propose to affix any signs, decals, banners or decorations to any Council building or equipment? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please specify your Temporary Display request _____ _____
Power	<ul style="list-style-type: none"> Do you require access to additional or temporary Power (fees apply)? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes” how many power outlet are required _____ _____
Toilets	<ul style="list-style-type: none"> Additional Toilets (fees apply)? <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes” how many additional Toilets are required _____
Tables or Chairs	<ul style="list-style-type: none"> Additional tables or chairs (fees apply) <input type="checkbox"/> Yes <input type="checkbox"/> No If “Yes” how many additional tables or chairs are required Tables _____ Chairs _____
IT Support	<ul style="list-style-type: none"> Overhead projector (Munch Room KidsTown) <input type="checkbox"/> Yes <input type="checkbox"/> No WIFI <input type="checkbox"/> Yes <input type="checkbox"/> No White Board <input type="checkbox"/> Yes <input type="checkbox"/> No Shepparton Stadium Multi Video Screen <input type="checkbox"/> Yes <input type="checkbox"/> No TV & Video <input type="checkbox"/> Yes <input type="checkbox"/> No
Other	Other amenities and services not listed? _____ _____ _____

Leisure Facilities – Booking Request Form

7. CoVid 19	
Sporting Clubs, Associations	<ul style="list-style-type: none"> Have you attached your Return To Play Action Plan <input type="checkbox"/> Yes <input type="checkbox"/> No
Hygiene and Cleaning	<ul style="list-style-type: none"> How will hygiene and cleaning of facilities and equipment be maintained to prevent coronavirus (COVID-19)? <hr/> <hr/>
Social and Physical Distancing	<ul style="list-style-type: none"> What protocols have you implemented to maintain social and physical distancing as per the State and Federal directions? <hr/> <hr/>
Non-Contact Activities	<ul style="list-style-type: none"> What protocols have been implemented to ensure the required number of people are attending the facility for non-contact activities? <hr/> <hr/>
Change room & Shower Facilities	<ul style="list-style-type: none"> How will you manage communal facilities, other than toilets, that need to remain closed? <hr/> <hr/>
Symptoms	<ul style="list-style-type: none"> List the processes in place for those who present with symptoms consistent with coronavirus (COVID-19). These include: Cough, sore throat, shortness of breath, fever, or respiratory symptoms. <hr/> <hr/>
8. Please attach the following documents to your application	
	<ul style="list-style-type: none"> <input type="checkbox"/> Certificate of Currency of Public Liability Insurance (minimum \$20M) <input type="checkbox"/> Copy of Food Registration (if applicable) <input type="checkbox"/> Copy of Liquor Licence Service of Alcohol / Caterer Licence (If applicable) <input type="checkbox"/> Copy of the Consumption of Alcohol Permit (If applicable) <input type="checkbox"/> Copies of competition fixtures are required to be submitted once available <input type="checkbox"/> Copy of drivers licence or other Photo Identification <input type="checkbox"/> Copy of your CoVid safe Plan <input type="checkbox"/> Copy of your Victorian Government QR Code - All Victorian businesses, organizations, clubs and events are required the Governments QR service which helps contact tracers to contain a COVID-19 outbreak. <input type="checkbox"/> CoVid 19 Return to Play Action Plan (If applicable) <input type="checkbox"/> A copy of your Risk Assessment for all activities being conducted at Council facilities. <input type="checkbox"/> A copy of current first aid certificates for all nominated first aid officers <input type="checkbox"/> A signed copy of the current Conditions of Hire document. <input type="checkbox"/> Sideshow Amusement Application Form (If applicable)

Leisure Facilities – Booking Request Form

Indemnity and disclaimer:	<p>I/We Confirm _____ are an authorised representative and have authority to sign and incur charges on behalf of _____</p> <p>I/We hereby acknowledge having read and understood the terms and conditions of hire and agree to be bound by and comply with all these conditions. I/We further agree to be responsible for ensuring that all individuals or groups using the premises and or equipment in association with this booking shall comply with the terms and conditions of hire. I/We agree to indemnify the Greater Shepparton City Council, Councillors and its staff, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the facility or equipment owned by Greater Shepparton City Council in respect of any activities undertaken by us, or any other party involved.</p> <p>Print Name _____</p> <p>Signature: _____ Date: _____</p> <p>Please note: Signatory must be over 18 years of age.</p>
Office use only	<p>Date application received: _____</p> <p>GSCC representative: _____</p> <p>Date of pre-booking meeting: _____ Time: _____</p>

COLLECTION NOTICE

Greater Shepparton City Council manages your personal information in accordance with its Privacy Policy and the Privacy and Data Protection Act 2014 (Vic). Your personal information is collected in this instance to process your Booking Request. This information may be disclosed to Greater Shepparton Staff for the purpose of ensuring your safety and the processing of your booking request. If you do not provide the requested information your application/request may not be able to be processed. If you require further information, please contact the Leisure Facilities Branch on 5832 9480

**For more information regarding the Conditions of Use and/or Application Form please contact
Leisure Facilities Staff on 5832 9480.
Stadium Bookings 5832 9480.
Rural Seasonal Pools Bookings 5832 9483
KidsTown Bookings 5831 4213**

Leisure Facilities – Booking Request Form

Leisure Facilities

(Management reserves the right to refuse entry or not to hire equipment to any person and to require patrons to leave a Leisure Facilities upon any breach of any conditions listed below.)

Term and Conditions of Hire

1. THE HIRER/USER MUST ENSURE:

- 1.1. They are 18 years of age or over to hire a Greater Shepparton City Council Community Facility. Proof of age in the form of a Driver's Licence or photographic ID is required to confirm the booking. Social gatherings will not be booked for any person under the age of 25 years. Information provided on booking form must match details on ID to confirm booking
- 1.2. That Facility Access Instructions are only used by the hirer and are not to be passed on to any third parties. Access to the facility is only provided during the hours specified on the booking form. If items are found to be stored at the facility without permissions before or after these booking times, the hirer will be charged for any additional hours that the items remain at the facility.
- 1.3. The area, facilities or equipment are left in a clean and tidy condition at the conclusion of the booking period.
- 1.4. Contact is made with Leisure Facilities Staff regarding the positioning of any temporary Structure or decorations.
- 1.5. They comply with all Leisure Facilities rules and guidelines. All Local Laws and all other relevant Laws and legal requirements.
- 1.6. Contact is made with Leisure Facilities Staff with regards to the use of power and toilet/change rooms.
- 1.7. No advertising or promotional materials are to be displayed at any Greater Shepparton City Council Facility, without prior written consent from Leisure Facilities Staff or Management.
- 1.8. The name of any Leisure Facility or any Leisure Facility logos are not used in any material produced or disseminated by the Hirer without the prior written consent from Leisure Facilities Staff or Management.
- 1.9. Prior arrangement is to be made with Leisure Facilities Staff with regards to the supply and delivery of additional waste bins to event bookings.

- 1.10. Arrangements for extra bins must be completed with Leisure Facilities Staff a minimum of 1 week prior to the event.
 - 1.11. Note: \$16.00 per bin fee applies when ordering additional litter bins.
 - 1.12. During the Booking Period, the supervision and control of all persons who enter a hired facility for any purpose relating to the Booking.
 - 1.13. They provide evidence of compliance with the following Council Public Liability Insurance and Indemnity Requirements prior to the commencement of any activity.
- 2. PUBLIC LIABILITY INSURANCE**
- 2.1. The Hirer shall at all times during the period of hire, be the holder of a current Public Liability Policy of insurance in the name of the Hirer providing coverage for a minimum amount at least \$20 million per single event. The Public Liability policy shall cover such risks and be subject only to such conditions and exclusions that are approved by the Greater Shepparton City Council (Council) and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the Hirer. A copy of the hires Certificate of Currency is to be provided to the Council or Leisure Facilities Staff prior to the commencement of the Hire.
- 3. INDEMNITY**
- 3.1. The Hirer agrees to indemnify and to keep indemnified, Council, its servants and agents, and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made against them, or any of them, in connection with the Hirer's performance or purported performance of its obligations under this agreement and be directly related to the negligent acts, errors or omissions of the Hirer.

Leisure Facilities – Booking Request Form

- 3.2. The Hirer's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, its servants, or agents, contributed to the loss or liability.
- 3.3. The Hirer agree to comply with all the rules, regulations, and instructions in relations to the hire of Council Facilities and equipment.
4. **NOT EXCLUSIVE USE**
- 4.1. Unless otherwise specifically resolved by the Leisure Facilities Staff or the Council, exclusive use of an area within a Facility will not be granted, and Council Staff reserves the right to hire any area to other parties.
5. **SUB-LETTING/HIRING OUT**
- 5.1. The allocated use of an area within this booking request form does not permit a Hirer to allow the use of that area by any other parties unless previously arranged with Leisure Facilities Staff or Council.
6. **FOOD AND BEVERAGE**
- 6.1. The Hirer can only provide or sell food or beverages at Council Facilities with the prior written consent from Leisure Facilities Staff or Council. Approval will not be granted to any food outlet which sells one or any of the following items; Deep Fried Foods, Hot Dogs, Cappuccino, Crushed Iced Drinks, Full strength sugar Soft drinks.
- 6.2. Leisure Facilities Staff reserve the right to provide catering for any event and or Booking held at any Leisure Facility listed in the attached booking request form.
- 6.3. External food and beverages are not to be brought into council Facilities for catering purposes unless approved by Leisure Facilities Staff or Council.
- 6.4. If written consent is given to provide or sell food or beverage at any Council Facilities it is the responsibility of the Hire/Sub hire/User to make contact with the Council's Health Department with regards to obtaining the necessary food permits for the consumption and sale of food at the site. A copy of the permit must be supplied to Leisure Facilities Staff 3 days prior to the event or booking.
- 6.5. For more information please contact the Council's Health Department on 5832 9731.
7. **RISK MANAGEMENT**
- 7.1. The Hirer is responsible for the application of appropriate risk management and Occupational Health and Safety policies and procedures for all activities associated with this booking during the Hire Period. The Hirer's obligations include, but are not limited to: Compliance with The Occupational Health and Safety Act 2004 and related regulations aim to keep Victorian workplaces safe.
- 7.2. Cancellation or postponement of any activity should the condition of the Hired Area or equipment be identified as hazardous or where the safety of participants may be at risk, such as.
- 7.2.1. Extreme weather conditions (Hot, Cold, Windy, Stormy, Poor Air Quality, etc.)
- 7.2.2. The activity area is unsafe to conduct activity (i.e. water or blood spill on surface, uneven areas)
- 7.2.3. Inappropriate lighting
- 7.2.4. The facility is affected by a utility failure (Power, Water or Gas outage)
- 7.3. The Hirer is responsible for the control and supervision of the safe set up, pack up and storage of equipment. The Maintenance of all areas in a safe and orderly condition, free of trip hazards and obstructions.
- 7.4. Report to the Leisure Facilities Staff any hazards that pose risk of injury or damage to any user, equipment, or facility.
- 7.5. Hirers are responsible for the safety of all persons associated with their booking.
- 7.6. The Hirer shall comply with the provisions of the Health Act, Liquor Act, Policing Acts and Criminal Codes, or any other Acts in force.
- 7.7. The Hirer is responsible for maintaining the safety of hired facilities and or equipment. The Hirer shall keep risks as low as reasonably practicable.
- 7.8. Hirer's are responsible for the safety of activities being undertaken associated with the booking.
8. **PARKING & TRAFFIC MANAGEMENT**
- 8.1. The obstruction of emergency vehicle bays is strictly prohibited at all times.
- 8.2. Parking must be within the designated parking bays
- 8.3. For events and large scale bookings the hirer may be instructed to engage and use directional signage, a traffic management plan, and car park attendants if required at the hirers cost.

Leisure Facilities – Booking Request Form

9. **CONDITION AND HAZARD REPORTS**
- 9.1. Prior to any activity including training sessions and daily use, the Hirer must undertake a risk assessment of the facility as prescribed by the Hirers governing body if applicable or using Appendix 1 'Facility Risk Assessment Checklist'.
- 9.2. The Hirer must also monitor the condition of the facility and or equipment for any risks that may arise throughout the course of usage. If deemed unsafe the facility or equipment must not be used. The Hirer is required to report to Council immediately any hazards or maintenance requirements that falls outside the control or capacity of the Hirer to resolve.
- 9.3. Council supervised facilities will be inspected prior to use. However, it should be noted that there will be instances where staff are unable to inspect facilities prior to some activities, or during a changeover between two activities. This is where the Hirer's risk assessment is of utmost importance.
- 9.4. When required the Hirer is to submit after each use, a condition report, in the format provided by the Leisure Facilities Staff.
- 9.5. The Hirer is required to report immediately any hazards or maintenance requirements that fall outside their responsibility and/or control or capacity of the organisation to resolve. Leisure Facilities Staff will provide the report forms to be used.
10. **DAMAGES**
- 10.1. The Hirer must pay, on demand, any costs incurred by the Council to repair or make good any damage to the facility (including any loss of equipment) arising out of or incidental to the Hire.
11. **FIRST AID & EMERGENCY RESPONSE**
- 11.1. The Hirer is responsible for the provision of all First Aid and Emergency Care for any activities associated with this booking.
- 11.2. First Aid and Emergency Care are to be provided by the hire to any participants attending any activities associated with this booking.
- 11.3. The Hirer is responsible for ensuring a First Aid Officer is present at all times
- 11.4. All First Aid and Emergency Care incidents must be reported to Leisure Facilities Staff as soon as practicably possible.
- 11.5. Leisure Facilities Staff are to be contacted as soon as practicably possible if any Emergency Services Providers (Police, Fire, or Ambulance) are required to attend an incident at a Leisure Facility during your booking.
12. **EMERGENCY ACTION PLAN**
- 12.1. It is recommended that Hirers develop an Emergency Action plan. Leisure Facilities Staff and Council can assist in this area if required.
- 12.2. If a Major Emergency occurs in a Staffed Facility during the time of booking the hirer and participants must follow directions and cooperate with Leisure Facilities Staff with the implementation of the Sites Emergency Action Plan.
13. **CANCELLATION BY HIRER:**
- 13.1. The Hirer may cancel a Booking in writing by giving notice to Leisure Facilities Staff at least 24 hours before the commencement of the Booking Date.
- 13.2. It will be up to the discretion of the Council as to whether charges for the Hire Period will be payable. However, where another person is permitted by the Council to hire the Hired Area for the entire Hire Period cancelled by the Hirer, the Hirer will not be charged.
- 13.3. The Council shall not be under any obligation to seek or permit an alternative hire for this purpose.
14. **CANCELLATION BY COUNCIL:**
- 14.1. The Leisure Facilities Staff and Council reserves the right to cancel a booking/event, if the area or any part thereof is unfit for use or if the conditions laid out in this agreement are not met.
- 14.2. Leisure Facilities, the Council and its Councillors, employees, and agents shall not be liable in respect of any costs, loss or damage sustained as a result of the cancellation of the Booking, but Leisure Facilities Staff will refund any fee paid for the Booking (provided that the Leisure Facilities and or equipment, or part thereof is not unfit for use due to any act or omission of the Hirer).

Leisure Facilities – Booking Request Form

15. SUPERVISION

15.1. The Hirer is responsible, during the Hire Period, for the supervision and control of all persons who enter a council Facility or who are involved with any associated activities for any purpose relating to the Hire.

15.2. This responsibility extends to all participants, spectators, invitees, guests, officials and visitors associated with the hire, and includes all facilities, such as foyers, meeting rooms, change rooms, toilets, Pools, Playgrounds, outdoor spaces and store rooms.

15.3. If deemed essential by the Hirer, or requested by Council Staff, the Hirer shall make provision for the supply and payment of crowd controllers in accordance with the Private Agents Act 2004 and must, during the entire Hire Period, comply with any other instructions in relation to safety, security and supervision issued by Council Staff.

16. INDOOR STADIUM FOOTWEAR STANDARDS

16.1. An Indoor Stadium hirer is responsible, during the Hire Period, to ensure that all participants under their supervision and on the court area, wear appropriate NON-MARKING footwear.

16.2. Appropriate footwear includes NON-MARKING soled:

- 16.2.1. basketball shoes
- 16.2.2. runners/running shoes
- 16.2.3. specific Futsal (indoor soccer) shoes

16.3. Inappropriate footwear includes any MARKING soled footwear:

- 16.3.1. Dunlop volleys
- 16.3.2. hard-soled school shoes
- 16.3.3. any type of all-black school shoes
- 16.3.4. skateboarding shoes (i.e. Globe, Vans, Etnies, etc.)
- 16.3.5. casual, canvas or slip on shoes
- 16.3.6. Converse 'All Stars'/Nike gym shoes/boots
- 16.3.7. or other branded versions of these styles of shoes.

16.4. Leisure Facilities staff reserves the right to ban any user with inappropriate footwear from accessing the court area until suitable footwear is obtained. Access to the courts in bare feet or socks is not

recommended and the Council will accept no responsibility for injury caused by such action.

17. TIMBER FLOOR PROTECTION

17.1. The Hirer must ensure, all timber floors are protected at all times from damage during the Hire Period. Without limiting the Hirer's obligations under this clause, the Hirer must establish and apply appropriate control procedures during set up and pack up of equipment, and the entry, exit positioning of vehicles and displays.

17.2. Adhesives (tape, glue) and markings are prohibited unless prior approval in writing has been given by Council Staff.

17.3. The use of talcum powder, chalk, oils, sawdust, resin, cloth tape, or other similar materials on timber floors is strictly prohibited.

17.4. Plants or containers holding water are not permitted on timber floors without adequate water proofing protections in place.

17.5. Food and drink (excluding sealed drink / sports bottles) are not permitted on stadium playing sports floors.

17.6. For events and large scale bookings when instructed, floor protection may be required at the arrangement of the Hirer.

17.7. If a floor is scratched or damaged by the Hirer, the Hirer must pay, on demand, for any restoration costs including any cleaning necessitated caused by damage/scratches as a result of the booking.

18. SILICON AND OIL BASED PRODUCTS

18.1. At no time before, during or after the hire period, is the hirer to use or allow the use of any silicon or oil based products. The hirer must ensure that no silicone or oil based products are allowed to contaminate any surface via any vehicle, equipment or displays.

18.2. The Council reserves the right to take whatever action is necessary to contain and remove silicon or oil based contamination of surfaces. This may include, but shall not be limited to the closing off and quarantining of contaminated areas, relocation or removal of vehicles, equipment or display, and restriction of any vehicle or pedestrian traffic as required.

Leisure Facilities – Booking Request Form

- 18.3. If specialised cleaning is required to remove any traces of silicone or oil-based contamination from surfaces that arisen during the Hire Period, the cost of cleaning shall be paid for by the Hirer on demand.
- 18.4. The Hirer must pay compensation to the Council, on demand, for any financial loss suffered as a result of any cancellation of any other hire after the Hire Period resulting from silicone or oil-based contamination during the Hire Period.
19. **SMOKING**
- 19.1. Smoking is prohibited in all areas in council facilities and on council owned grounds, except for within a designated 'smoking area'.
- 19.2. This ban must be enforced by the Hirer at all times during the hire period.
20. **CLEANING and WASTE MANAGEMENT**
- 20.1. All rubbish is to be removed from inside and outside of hired facilities including the surrounding grounds. Rubbish is to be placed in the correctly allocated bins. Any rubbish that does not fit in the bins provided is to be removed and disposed of by the hirer. Cost of any additional waste services required will be deducted from the Hirer's security bond.
- 20.2. The Hirer is responsible for setting up, cleaning off and packing away tables and chairs when required. When hired all tables and chairs must be returned to the designated storage area. Time for set up, clean up and pack away is to be included in your booking time.
- 20.3. **During Hire Period** – The Hirer must ensure the general cleanliness of the Hired Area and or equipment during the Hire Period. This includes the regular pick up and collection of litter and cleaning up of any liquid or food spills. All areas and or equipment used by the Hirer must be maintained in a clean, neat and orderly fashion at all times.
- 20.4. **Cleaning After Hire Period** - At the conclusion of the hire period, the Hirer must immediately remove all decorations, settings, litter and waste and must leave the Hired Area and or equipment, including all fixtures and utensils, in good order and condition. If the facility or equipment is returned or is left in an unsatisfactory condition by the Hirer, a 'Cleaning Fee' of \$50.00 or more may be charged to the Hirer for cleaning. The amount will be dependent on the time required to complete the task. Hirer's will be notified of the charge and be invoiced accordingly.
21. **ALCOHOL**
- 21.1. No Consumption or sell of alcohol is permitted on council land or when using council owned equipment at any time unless, appropriate permits have been granted and all permit fees are up to date and current.
- 21.2. A licence from the Victorian Commission for Gambling and Liquor Regulation is required for all hirers who intend to sell alcohol. Any such licence must not be sought without the prior written consent of Council. The hirer agrees not to permit the consumption or service of alcohol in breach of the Liquor Control Reform Act 1998 or of any other local government by-laws.
- 21.3. A Consumption of Liquor Permit from the Greater Shepparton City Council is required if the consumption of Alcohol is to take place at a Council facility or on council Land.
- 21.4. Consumption of Liquor Permits to consume liquor on Council land are issued by Council's Local Laws department for any Council road or Council land.
- 21.5. Applications (for events or activity with less than 50 attendees) must be received by Council's Local Laws department at least 14 days prior to the proposed date otherwise approval cannot be guaranteed.
- 21.6. Applications (for events or activities with over 50 attendees) must be received by Council at least 8 weeks prior to the proposed date.
- 21.7. Dates for an event or activity will only be approved a maximum of 2 months in advance.
- 21.8. Permits can only cover a maximum of a single event.
- 21.9. If any other Council permits are required, please contact the required Council department at least 8 weeks prior to the proposed event or activity.
- 21.10. The declaration must be signed by the Contact Person and returned with the application.
- 21.11. If approved, the written permit will be forwarded to the Contact Person advising of approval and any specific terms and conditions.
- 21.12. Booking fees, bonds, costs or other permits may be required from other Council departments, depending on the nature, size and time of the event.

Leisure Facilities – Booking Request Form

- These costs may only be determined after an application is assessed.
- 21.13. The Hirer must comply with all supervision requirements of those consuming alcohol, to ensure that no person is intoxicated, no glass (including glassware and stubbies) will be used at any event unless a risk assessment and safety procedures have been prepared and supplied to Council.
- 21.14. If required by Council Officers, a security plan must be in place and the hirer may be required to utilise licensed security guards.
- 21.15. The Hirer is responsible for notifying Victoria Police at the local police station of the event which is to sell and or consume Alcohol.
22. **STORAGE OF HIRER'S EQUIPMENT/ POSSESSIONS**
- 22.1. The storage of alcohol and gas bottles within Council facilities is strictly prohibited unless authorised by council staff.
- 22.2. The Council accepts no responsibility for loss, damage or theft of any items left in storage or other areas within Council facilities. All items are left at the Hirers own risk.
- 22.3. All hirer's equipment and property is to be removed from Council facilities on the completion of the booking, unless prior approval has been given by the Council.
23. **SIGNAGE/DECORATIONS**
- 23.1. The Hirer must not affix any signs, decals, banners or decorations to any part of a council facility or equipment.
- 23.2. No signage, displays or decorations are to be fixed to any surface with fasteners of any kind such as staples, nails, pins etc, without the written approval of the Leisure Facilities Staff.
- 23.3. The Hirer, if permitted to affix items to any part of a facility or equipment, must remove such items immediately on the expiration of the Hire Period and return all surfaces to the pre booking standards.
24. **PLANNING AND BUILDING APPROVAL/PERMITS**
- 24.1. Where required, the Hirer must acquire and hold current, all necessary planning and building approvals relating to the type and nature of all activities during the Hire period.
- 24.2. All required planning and building approvals must be sighted by Leisure Facilities Staff and originals made available for public display during the hire period.
- 24.3. Hirer's are not permitted to erect or install any equipment without prior approval from Council staff.
25. **NOISE**
- 25.1. All noise levels must be controlled by the Hirer and must comply with the Environment Protection (Residential Noise) Regulations 2018.
- 25.2. The costs of an Environmental Health "call out" to a facility or reserve during its period of use shall be deducted from the hirer's bond.
- 25.3. Complaints received from neighbouring properties may jeopardise future bookings.
- 25.4. Where noise levels are deemed too excessive by Council staff and is not corrected by the Hirer, the Council reserves the full right to shut down the booking immediately. No refunds will be given in this instance.
- 25.5. Hirer's must consider other users in regards to noise and must rectify the issue if the noise is deemed excessive.
26. **ANIMALS**
- 26.1. No animals shall be permitted in council Facilities or playgrounds except animals trained to assist people with a disability in accordance with the federal Disability Discrimination Act 1992 and Victorian Equal Opportunity Act 2010.
- 26.2. The Hirer may be granted special approval to permit animals in the Facility additional conditions of hire are applicable and will be provided on application.
27. **GENERAL:**
- 27.1. The Hirer is permitted to use the Facility or equipment indicated in the Hire Contract for the Hire Period, subject to compliance by the Hirer with all terms of the Hire Contract.
- 27.2. Facility Hirers are responsible for securing the facility on vacate, ensuring all doors and windows are locked and alarms are armed.
- 27.3. The Hired Area or equipment shall not be used for an activity other than that specified in the Hire Form.
- 27.4. Where a Facility other than the Hired Area is used by the Hirer, the Hirer must inform the Leisure facilities staff and will be required to pay Council the fee for hire of that Facility.

Leisure Facilities – Booking Request Form

- 27.5. Where the Hired Area or equipment is used for longer than the Hire Period, the Hirer must inform the Leisure facilities staff and will be invoiced for the additional use of the Hired Area.
- 27.6. Facility Hirers and all associated users shall comply with Facility Conditions of Entry and Code of Conduct at all times.
- 27.7. Leisure Facilities Staff reserves the right;
- 27.7.1. To decline any applications for hire, Sub hire or use,
- 27.7.2. To adjust or vary terms and conditions of trade and to apply bonds.
- 27.7.3. To decline any applications on the grounds of a conflict of interest due to its commitments with current Sponsor and/or Business. No correspondents will be entered into, in regards to specific Sponsorship or Business agreement due to the recommendations of Leisure Facilities Staff under the Information and Privacy Act.
- 27.8. Late applications and late notifications of significant changes to event logistics may incur additional fees or charges.
- 27.9. All applications must be submitted in writing on a Leisure Facilities booking request Form. All applications will be assessed to ensure they meet with conditions for hire.
- 27.10. Applicants will be advised of any decision regarding their application.
- 27.11. Successful applicants will receive an invoice for site and service fees and the booking bond (if applicable).
- 27.12. Bonds are fully refundable providing the site and or equipment is left and or returned in a clean and tidy Condition and there is no damage. Note: the bond refund process can take up to 28 days.
- 27.13. Fees and bonds must be paid a minimum of 3 days prior to the first booking date or the booking will be cancelled unless council has approved an alternative payment plan.
- 27.14. All fees shall be in accordance with Council's Schedule of Fees and Charges". All fees and charges are subject to annual review.
- 28. INTERPRETATION**
- In these conditions, unless the context otherwise requires:
- "Council" means the Greater Shepparton City Council.
 - "Leisure Facility Staff" means a person appointed as such by the Council authorised to act on behalf of the Greater Shepparton City Council;
 - "Hire" means the use of the Hired Area under the Hire Contract;
 - "Hire Contract" means the contract for use of an area comprising in the Hire Form and these Conditions of Hire;
 - "Hirer" means the party identified as such in the Hire Form and includes, where appropriate, any participants, spectators, invitees, guests and officials associated with or permitted to enter a facility or use equipment by the Hirer;
 - "Hire Period" means the period of time specified in the Hire Form;
- 29. CoVid - 19**
- 29.1. The Hirer agrees to comply with all CoVid -19 State and Federal guidelines, all rules, regulations, and instructions in relations to the hire of Council Facilities and equipment.
- 29.2. When applicable the Hirer agrees to comply with their Return to Play Action Plan and the regulations or guidelines set out by the State and Federal sports governing body's relating to this booking form.

Leisure Facilities – Booking Request Form

I/We hereby acknowledge having read and understood the terms and conditions of hire and agree to be bound by and comply with all these conditions. I/We further agree to be responsible for ensuring that all individuals or groups using the premises and or equipment in association with this booking shall comply with the terms and conditions of hire. I/We agree to indemnify the Greater Shepparton City Council, Councillors and its staff, and in respect to, all actions, suits, claims or demands of any kind arising out of, or relating to, the hire and use of the facility or equipment owned by Greater Shepparton City Council in respect of any activities undertaken by us, or any other party involved.

Print Name _____ Signature: _____ Date: _____
Signatory must be over 18 years of age.

I agree that the premises are hired for the purpose as requested and for such purposes only. I have read the Conditions of Hire for Community Facilities and agree to abide by them.

Name of Hirer: _____ Signature of Hirer: _____

Leisure Facilities – Booking Request Form

APPENDIX 1

Facility Risk Assessment Checklist		Date: / /
Your Name		Council Employee - <input type="checkbox"/> Yes <input type="checkbox"/> No
Site location	<input type="checkbox"/> Stadium <input type="checkbox"/> KidsTown <input type="checkbox"/> Mooroopna Pool <input type="checkbox"/> Merrigum Pool <input type="checkbox"/> Tatura Pool	
School, Club or Business Name		
Description of Activity to be performed:		
<i>The Checklist is to be completed prior to the commencing of activities, this is to ensure the safest possible activity area for all users</i>		

Condition	✓	X	N/A	Comments
ACTIVITY AREA				
Are there any surface areas that may affect user's safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there any visible debris or hazard on the Activity surface?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Has the area been cleaned? (swept, mopped, rubbish removed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any water or liquid spills on or around Activity area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any water leaks drip onto indoor Activity Area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Do these need to be monitored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is all equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is lighting suitable for the activity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FACILITIES				
Is the public viewing area safe and free from hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are the Emergency Exits clear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Activity Area PERIMETER				
Are there any obstructions or hazards with the run-off or perimeter areas that could affect users safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Leisure Facilities – Booking Request Form

<p>FIRST AID</p> <p>Is there a first aid kit on site and accessible?</p> <p>Is there a qualified first aider present?</p> <p>Is ice available to treat injuries?</p> <p>Is the access for an Ambulance available and clear?</p> <p>Were there any incidents from the previous games that need to be recorded?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>EMERGENCY</p> <p>Is there a person present who is responsible for the evacuation procedure and contacting Emergency Services?</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>REPORTING</p> <p>Are there any issues to report to the Stadium Staff?</p> <p>If yes, list these below:</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Leisure Facilities – Booking Request Form

APPENDIX 2

Fees and charges TBA