



NEWPORT PARK ATHLETICS TRACK BOOKING FORM

APPLICANT DETAILS

Group/Organisation Name:					
Contact Person:					
Postal Address:					
Suburb:		State:		Postcode:	
Email:		Phone:			

ACTIVITY DETAILS

Name of Activity:					
Date of Activity:		Start Time:		End Time:	
Number of Attendees:		Age Range of Attendees:		Back Up Date:	

Category of Use: Community: Private: Commercial: School:

Of the following;

Will a fee be charged to attendees?		If so, how much?	\$
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Do you require;

	Yes	No
Athletic Club Equipment		
Canteen/Cafe		
PA System		
Access to Multipurpose Room		

If you require either equipment or canteen/café, you will need to contact the Williamstown Little Athletics Centre. Contact details will be provided in your confirmation letter.

INSURANCE - (Please read the section 'PUBLIC LIABILITY INSURANCE' in the terms and conditions before completing this section.)

I have attached a copy of my organisations Public Liability Insurance (min \$20 million):		Yes	<input type="checkbox"/>
Insurance Company:		Expiry Date:	
Attached copy of any suppliers Public Liability Insurance (if applicable):		Yes	<input type="checkbox"/>
Is Council Insurance Required (\$33.00 fee)	Yes	<input type="checkbox"/>	No

Privacy Statement

Council is collecting the personal information requested on this form for the purpose of processing your application. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the hire of council facilities and that they may apply to Council for access and/or amendment of the information.

Acknowledgement (PLEASE NOTE: The application will not be processed unless this section is signed)

I acknowledge having read the "Terms and Conditions of Hire" attached to this form and undertake to comply in all aspects to such conditions.

Name: _____ **Signature:** _____ **Date:** _____



NEWPORT PARK ATHLETICS TRACK BOOKING PAYMENT

FEES (all prices include GST)

Club/School Training:	\$98.00	Insurance:	\$33.00
Schools within Hobsons Bay	\$325.00		
Schools outside Hobsons Bay:	\$457.00		
Tertiary Institution Use:	\$155.00		
Event Hire (non-school group):	\$526.00		
Bond (may be applicable on Council request)	\$500.00		
Your Total:		\$	
Payment Options:	PERSONAL PAYMENTS - 115 CIVIC PDE, ALTONA		CREDIT CARD PAYMENTS - INSERT DETAILS BELOW

PAYMENT OF HIRE

Please charge my credit card: **Amount: \$**

**Credit Card
Number:**

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Card Type: Bank Card | Mastercard | VISA | AMEX

Expiry: _____

Please circle

**Card Holders
Name:** _____

**Card Holders
Signature:** _____

WHEN PAID, THIS FORM SERVES AS A TAX INVOICE

OFFICE USE ONLY

Ledger	Description	Value
52415.5450	Facility Hire	\$
52435.5400	Insurance	\$
80000.8010	GST	\$
Total		\$

Cashier ID: _____ **Receipt #:** _____ **Date Paid** _____

For further information: Email: customerservice@hobsonsbay.vic.gov.au Phone: 9932 1000



TERMS AND CONDITIONS OF HIRE – NEWPORT PARK ATHLETICS TRACK

1. BOOKINGS

Bookings will be confirmed on receipt of a completed application form. A tax invoice will be sent one month prior to the hire date. Invoice terms are 30 days. Tentative bookings cannot be accepted. A minimum of 14 days notice is required for bookings.

2. CANCELLATION/CHANGES TO BOOKING

A 75% refund will be issued if a written cancellation is received at least 14 days before the booking date. Refunds after this time will be considered on a case by case basis.

A request for a change to the booking (e.g. time/date of booking) must be conveyed to Council at least 7 days before the date of booking. A request for changes will be honoured only where it is possible.

No refund will be issued in the event of inclement weather.

3. FEES (Valid 1 July 2020 to 30 June 2021)

Activity	Fees
Club/School Training	\$98.00
Schools within Hobsons Bay	\$325.00
Schools outside Hobsons Bay	\$457.00
Tertiary Institution Use	\$155.00
Event Hire (non-school group)	\$526.00

4. BOND

A \$500 bond may apply to bookings. Council will advise if this is the case. The bond is security for any damage to the building, reserve, park and/or breach of conditions of hire.

The total bond will be refunded to the hirer within 28 days of the booking date, provided the hirer has complied with all aspects of the conditions of hire. Should the cost of repairing damage to the property exceed the bond, the hirer is liable for additional costs. The cost of extra cleaning as a result of the function will be deducted from the bond.

5. USE OF TRACK

The track is for use of athletics activity only.

Inline skating, skateboarding, golf, bike riding, and animals are not permitted on the track and reserve.

Ball games are not permitted at the facility.

Spike sizes permitted on the track are 5mm and 7mm only.

6. VEHICLES/PARKING

Vehicles heavier than standard passenger vehicles (e.g. buses, trucks) are not permitted to park in the sand car park. Large vehicles must be parked on the road outside the facility.

Vehicles are not permitted to be driven on the reserve or track.

7. TIMES

Activities may commence after 8.00am each weekday and 9.00am on Public Holidays. The facility is not available for casual hire on weekends or after 4.00pm on weekdays.

8. EQUIPMENT HIRE

For equipment hire, canteen and PA, contact Williamstown Little Athletics Centre. Details will be provided in the confirmation letter.

9. RUBBISH

The hirer is responsible for leaving the premises in a clean and tidy manner. All rubbish should be placed in the bins provided. Any large items (e.g. signs) must be removed from the venue at the users own cost. Costs associated with removal of ground litter or other refuse will be met by and on costed to the hirer.

10. THEFT

Council is not responsible for any theft, loss or damage of personal property suffered by the Hirer or any guest or invitee of the Hirer, or any person, firm or corporation entrusted to or supplying any articles to the Hirer. The Hirer indemnifies the Council in respect of any claim by any such guest, invitee, person, firm or corporation in respect of such personal property, article or thing.

11. PERFORMING RIGHTS

In the case of a dramatic or other performance or concert, the hirer shall not produce, or permit to be produced, any dramatic or musical work in infringement of the copyright or performing right of any owner of such right(s). The hirer agrees to indemnify Council against any claim for breach of copyright.

12. ACTS AND REGULATIONS

The hirer shall conform to the requirements of the Health Act, Local Government Act, and Local Law or Regulations made there under, and shall be liable for any breach of such Acts, Local Laws or Regulations. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Victoria for the time being in force must be complied with by the user and the notices given to the proper offices.

13. PUBLIC LIABILITY INSURANCE

Public Liability cover for a minimum of \$20 million is compulsory when hiring any Council Sporting Facility. A certificate of currency from a Broker/Underwriter for a minimum sum of \$20 million, with Council's interest noted together with details of any exclusions under the policy.

14. SMOKING

As per Council Policy, smoking is not permitted in any Council building. Forfeiture of bond moneys will occur if



evidence of smoking, such as extinguishing of butts on floor etc is obvious.

15. FOOD HANDLING/SALE OF FOOD

Council recommends that all casual hire groups contact the Williamstown Little Athletics Centre to administer the canteen/cafe throughout their event.

Alternatively, if the hiring organisation wish to sell any food, a permit must be obtained from Council's Public Health Department. Any food served on the day must be handled appropriately and safely. Council will provide the hirer with further details.

If the hirer wishes to operate a barbecue on site, they can use the existing on site barbecue or can provide their own barbecue facility. Only gas operated barbeques are permitted. Protective matting must be placed on the ground under the barbecue to prevent scorching of ground surfaces, and collect any waste. Barbecues may not be lit on a declared Total Fire Ban day.

16. DAMAGE

Hirers must take due care when using the reserve, pavilion, furniture or any other asset owned by Council within the facility. It is the hirer's responsibility to ensure their patrons will not cause damage or defacement. Costs associated with repair will be met by and paid by the hirer.

17. LIABILITY:

The hirer must - (a) remain on the premises whilst visitors/patrons are in the building; (b) keep premises locked when unoccupied; (c) be responsible for orderly conduct and safety of patrons; (d) maintain the premises in a clean and safe condition of the duration of the term of hire; (e) only occupy the building for the times which it is hired.

18. COUNCIL ACCESS/LIMIT OF HIRE

Authorised Council Officers are entitled access to all facilities regardless of bookings. Council also reserves the right to hire any portion of the building other than the areas stated on the application form. Council reserves the right to cancel any booking if the facility is required in respect of an election or referendum for the Federal or State Governments, or a natural disaster / emergency assembly. If it is necessary to cancel any booking, the Council will attempt to find an alternative venue or date.

19. SECURITY SERVICES

Council reserves the right to request external security and/or police attendance for a function at the users cost. Council reserves the right to expel person(s) or terminate the function due to any breach of condition of hire and/or misconduct by patrons.

20. OBSTRUCTIONS/ EXITS

The hirer must ensure all exits, doorways and passageways are not obstructed at any time and ensure overcrowding does not take place.

21. EMERGENCY CONTACT

In the event of an emergency, emergency services should be contacted - dial 000. For issues relating to building safety, e.g. water, electricity issues, contact Council on 9932 1000.

22. ACCESS

If access is permitted to the pavilion for your booking, a \$50 deposit will be required when collecting the key and will be refunded the day the key is returned. Keys are made available on the day before the booking. If the keys are not returned on the next business day after the booking, the deposit will be forfeited and your group's future applications to book the facility will not be considered.

23. BREACHES

Council reserves the right to expel person(s) or terminate the function/event due to any breach or condition of hire and/or misconduct by patrons.

24. SUBJECT OF ENTERTAINMENT

Authorised Council Officers may require the hirer to submit for approval the subject and program for the intended use or activities prior to the use of the facility.

25. INDEMNITY

The Hirer agrees to indemnify and to keep indemnified the 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 or claimed against them, or any of them, arising out of or in any way related to the granting of a Permit and be directly related to the negligent acts, errors or omission of the Hirer. The Hirer's liability to indemnify the Council shall be reduced proportionally to the extent that any act or omission of the Council, contributed to the loss or liability. The Hirer also agrees to hold harmless the Council, its servants and agents, and each of them from all claims resulting from damage, loss, death or injury whatsoever which may otherwise be brought or made or claimed by the Hirer against the Council, except to the extent that the Principal is negligent.