

ADDITIONAL HIRE APPLICATION FORM



Association Name			
Purpose of Hire			
Number of Teams	Senior Teams		Junior Teams
Club Mailing Address			
Name of Primary Contact (must be member of the committee)			
Phone Number of Primary Contact			

Please tick which facility / facilities you would like to use:

South Hedland

- Marie Marland Reserve – Baseball (MMR – B)
- Marie Marland Reserve – Softball (MMR – S)
- Marie Marland Reserve – Nets (MMR – N)
- Faye Gladstone Netball Courts (FG)
- Kevin Scott Oval (KSO)
- Kevin Scott Oval - Function Area (KSO – FA)
- Hedland Senior High School Oval (HSHS) - after school hours only

Port Hedland

- Colin Matheson Oval (CMO)
- Colin Matheson Oval - Nets (CMO – N)
- Town Oval – Cricket (TO – C)
- Town Oval – Nets (TO – N)
- Hockey/Soccer/Rugby Oval (HSRO)
- Equestrian Area (EA)

Is access to the building(s) required, e.g. for toilets / change rooms? YES / NO

If yes, Hirer must provide an additional \$50 bond for each key provided.

Have you provided a copy of your Public Liability Insurance Policy?

YES / NO

All Hirers must have public liability insurance to the value of \$10 million. The insurance must note the ToPH as an interested party. Hirers must provide the ToPH with copies of their current insurance policy at the time of making this Application. Sports groups may be able to obtain this insurance certificate from their State Sporting Association.

Dates required from ____/____/2013 to ____/____/2013

Expected number of people attending event _____

Is this event an under 18's event?

YES / NO

Will overhead lighting be required?

YES / NO

If yes, please indicate requirements in the table below. The use of the lights will be charged in accordance with the ToPH's Schedule of Fees and Charges 2012/13.

Will alcohol be consumed at the event?

YES / NO

If alcohol is to be consumed please ensure you request an "Application to Consume Liquor on Council Facility or Reserve".



Is alcohol being sold at the event?

YES / NO

If yes, it is the hirer’s responsibility to obtain the appropriate licence from the Department of Racing, Gaming and Liquor through the Clerk of Courts, Hawke Place, South Hedland. A copy of the licence must be provided to the ToPH prior to the commencement of the hire period.

Will food or drinks be sold or provided?

YES / NO

If yes, please ensure you request a “Trading in Streets & Public Places” Food Application form.

Requirements Table

Please note:

Day	Date	Location	Start Time	Finish Time	Overhead Lights required
Monday					YES/NO
Tuesday					YES/NO
Wednesday					YES/NO
Thursday					YES/NO
Friday					YES/NO
Saturday					YES/NO
Sunday					YES/NO

Please let us know if you have any special requirements for your reservation:

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Booking confirmation

No booking will be confirmed until the completed application form and required documents have been returned to and assessed by the ToPH, and the appropriate hire fee and bond have been paid. If the booking is accepted, the ToPH will issue a confirmation letter to the Hirer.

Refusal or Termination of Booking

The ToPH reserves the right to refuse any application. Failure to comply with requirements set out in this document will be regarded as a breach of the hire agreement, giving the ToPH the right to recover any amount due in respect of such breach and/or cancel any future bookings. The ToPH reserves the right to determine the cost of any damage/s and/or extra cleaning.

On behalf of the aforementioned Club/Association, we agree that the information provided is true and correct and we have read and agree to abide by ToPH’s Terms and Conditions of Hire.

<hr/> Signed – Club President	
<hr/> Full Name Printed	<hr/> Date
<hr/> Signed – Club Secretary	
<hr/> Full Name Printed	<hr/> Date

