

SEASONAL HIRE APPLICATION FORM



Association/Club Name					
Purpose of Hire					
Number of Teams	Senior Teams		Junior Teams		
Membership number	Senior/Full Member		Junior Member:		Social Member:
Total membership number					
Club Mailing Address					
Name of Primary Contact (must be member of the committee)					
Name of Secondary Contact (must be member of the committee)					

Please note all correspondence will be forwarded to the primary contact and secondary contact for dissemination to committee members.

Committee - Summer Season 2013-2014 (Please include all committee members and add any additional committee positions as required)			
Position	Name	Best Contact Number	Email
President			
Vice President			
Secretary			
Treasurer			
Registrar			
Committee			
Committee			
Committee			

Please tick which facility / facilities you require:

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.



Training Dates required from: ____/____ 2013 to ____/____ 2013

Game Dates required from: ____/____ 2013 to ____/____ 2013

Game times: _____ to _____

Expected number of people attending Game Days (players and patrons) _____

Please ensure the times provided reflect actual use (training/games) so the ToPH irrigation schedule can be accurately and efficiently planned around sporting requirements.

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 2013/14.

Will alcohol be consumed at training or games? YES / NO
If yes, please complete the attached "Application to Consume Liquor on Council Facility or Reserve."

Is alcohol being sold at training or games? 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 submitted to the ToPH with this application prior to the commencement of the hire period.

Will food or drinks be sold/supplied at training or games? YES / NO
If yes, please complete attached 'Temporary Food Premises Application Form.' A fee will be charged in accordance with the ToPH's Schedule of Fees and Charges 2013/14.

Training Requirements Table

- Please note:*
- Only training details to be provided in the table below (please provide fixtures to inform us of game details).
 - When completing the table below please ensure you list all teams including second sides and junior teams.
 - This needs to include all pre-season training.

Club	Team	Junior / Senior	Location	Training Day(s)	Start Time	Finish Time	Overhead Lights
Eg. Dragons	A Grade	Senior	HSRO	Mon, Wed, Sun	6:30pm	7:30pm	<input checked="" type="radio"/> YES <input type="radio"/> NO
Eg. Dragons	B Reserve	Senior	HSRS	Mon, Wed, Sun	3:00pm	4:30pm	<input type="radio"/> YES <input checked="" type="radio"/> NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO
							YES/NO

Are there any special requirements for your booking?

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.....
.....

Please note casual bookings (e.g. special events, tournaments, end of season windup) are not included in the above standard seasonal allocations. Any additional events must be applied for separately by completing the ToPH's Community Event Application Package.

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.

Please be aware all bookings are subject to change. Special events and finals may require adjustment to seasonal bookings. This will only occur following consultation with all groups involved.

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, I/we agree the information provided is true and correct, and I/we have read and agree to abide by ToPH Terms and Conditions of Hire.

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



Before submitting this application, please ensure you have completed all items on the check list below!

- Completed 2013-14 Club/Association contact details
- Completed your Club Health Check 2013.
(Please visit: <http://clubsonline.dsr.wa.gov.au//club-health-checklist> to complete. If you have any questions please don't hesitate to call Lucas Wimmer, Club Development Officer on 9158 9689)
- Read, understood and agreed to all Terms & Conditions of Hire located on the ToPH website
- Submitted a copy of your Public Liability Insurance Policy
- Submitted a copy of your Seasonal Fixtures
- Submitted a "Trading in Streets & Public Places" Food Application (where appropriate)
- Submitted an "Application to Consume Liquor on a Council Facility or Reserve" (where appropriate)
- Applied for a Licence to sell alcohol from Department of Racing, Gaming and Liquor through the Clerk of Courts, Hawke Place, South Hedland (where appropriate)



Acknowledgement of Terms and Conditions of Hire

All Terms & Conditions are located on the ToPH website under Service & Facilities/Recreation/Ovals & Sports Grounds.

By signing the Application Form, for and on behalf of the Hirer, you:

- (a) Acknowledge and agree the Hirer is required to comply with the ToPH's Terms and Conditions of this document; and
- (b) Acknowledge and agree the Hirer has received the ToPH Sporting Groups Seasonal User Information Package
- (c) Warrant that you have the appropriate authority to sign for and on behalf of the Hirer.

Signature of authorised representative of Hirer:

Position

Print Full Name

Date

ToPH use:

This booking form must be reviewed by:

- Health/Building, Planning
- Engineering
- Recreation/Community Development



APPLICATION TO CONSUME ALCOHOL ON COUNCIL FACILITY OR RESERVE



I, for and on behalf of
 seek approval from the Town of Port Hedland to consume alcohol at (Venue),
 on/...../..... (Day & Date) between&..... (times).

Contact details:

Name:
 Address:
 Phone:
 Email:

Provide details of event and the proposed supply of liquor at the event, including type of alcohol which will be served:

Please complete site plan on next page

Will any glass be used at the event? YES / NO

Will a charge or fee be imposed upon guests for entry to the event? YES / NO

Will alcohol be sold? YES / NO

If YES, the 'Hiring Organisation' must also obtain a function Permit/Licence from the Clerk of Courts, Hawke Place, South Hedland (Ph: 08 9172 9300) or online at www.rgl.wa.gov.au

I, for and on behalf of the Hirer, agree as follows:

- (a) I have read, acknowledge and agree the Hirer will be required to comply with the terms and conditions set out in the ToPH's policy "Occasional Licences and Consumption of Liquor on a recreation reserve or council owned or managed facility" within the Terms and Conditions located on the ToPH Website;
- (b) The Hirer will comply strictly with any relevant provisions within the Liquor Control Act 1988 (as amended) – to consult the full Act please visits <http://www.comlaw.gov.au/Series/C2004Q00718>;
- (c) The Hirer has developed a risk management policy or plan to ensure that alcohol is served in a responsible manner.
- (d) In the event of a cyclone, approval to consume liquor may be revoked for safety reasons.

Signature of authorised representative of Hirer:

Position:

Print Full Name: **Date:**/...../.....





TEMPORARY FOOD PREMISES APPLICATION FORM

Section 1: APPLICANT'S DETAILS

Applicant:

Organisation:

Contact Person Responsible for Stall:

Name:

Address:

Contact Phone: Email:

Section 2: EVENT DETAILS

Fundraising Event or Not for Profit Organisation (circle): YES NO

Name of Event:

Location of Event:

Date/s of Event:

Times of Event: from to Expected Numbers at Event:

Section 3: STALL DETAILS

Number of Persons Involved with Stall:

Proposed Foods to be Provided (please provide as much detail as possible):

.....
.....

Details of Proposed Stall/Van (Inc. Size, Equipment, Fixtures Etc.)

.....
.....

Hand washing facilities:

.....

How will you ensure food is stored below 5°C or above 60°C:

.....

Signature of Applicant: Date:

NOTE: All food stalls/vehicles shall comply with Council's Requirements for food stalls, as attached. Please be advised that all applications must be submitted to the ToPH at least two (2) weeks before the event.





GUIDELINES FOR TEMPORARY FOOD STALLS

APPLICANT TO KEEP

A temporary food stall is a food stall used for “one-off” events, such as at a fair or fundraising sausage sizzle. The following information provides guidelines on what approvals are required for your stall, to what standards the stall is to be designed to and good food handling practices.

DO I NEED APPROVAL FOR A TEMPORARY FOOD STALL?

Yes. The Town must approve any food stall where food is to be sold, provided or given to the public. To obtain approval you are required to submit the attached form to the Town at least *two (2) weeks prior* to the event. The following fees are applicable for a temporary food stall, as stated in Council’s fees and charges:

Application Fee: **\$55.00**, plus:

1 Day \$55

1 week or part thereof: \$125.00

1 month or part thereof: \$250.00

1 year or part thereof: \$620.00

Note: Community Associations may be exempt from licence fees in accordance with the Town of Port Hedland’s *Trading in Public Places Local Laws, 2000*. If you believe you are a community association and wish to be exempt from the fees please contact the Town’s Environmental Health Services on 9158 9300.

WHAT FOODS MAY BE SOLD AT A TEMPORARY FOOD STALL?

No pre-cooked or potentially hazardous foods, such as meat, chicken and rice, are permitted unless prepared in accordance with the *Food Act 2008* and *Australia New Zealand Food Safety Standards*. Under this legislation these products may be prepared in a residential premise for one-off community or charitable events (please contact the Environmental Health Services if you require clarification). Please be advised, that any of the below food products are being applied for, a step by step procedure for how the food products are being prepared may be required:

- Any meat products, including but not limited to lamb, beef, pork and especially chicken;
- Rice products;
- Dairy products;
- Slow cooked meals, including but not limited to curries and stews;

Because of the potentially hazardous nature of seafood, including but not limited to fish, oysters, prawns etc, *no* seafood product will be licensed for *any* event. All food safety precautions as detailed in this brochure are to be adhered to. When considering what foods to sell at your stall you should consider what temperature control you have available for both transport and whilst at your stall.

WHAT ARE THE GUIDELINES FOR MY STALL?

1.1 GENERAL REQUIREMENTS

- 1.2.1 The food stall shall consist of a structure of which the roof and three sides are covered with plastic sheet, vinyl or other approved material.
- 1.2.2 Where a food stall is erected on unsealed ground a suitable impervious material shall be laid over the ground area of the stall.
- 1.2.3 Food handling areas and stalls must be kept a minimum of 10 metres from toilets, roads, storage of fertilisers and manures etc.



1.2 PROTECTION OF FOOD

- 1.2.1 Disposable eating and drinking utensils shall only be used.
- 1.2.2 All food shall be stored at least 750mm above the ground and covered or stored in enclosed containers.
- 1.2.3 Food shall not be displayed so as to be openly accessible to the public. A physical barrier shall be provided by means of sandwich display type counters, perspex glass sneeze guards or clear plastic siding to the stall.
- 1.2.4 All condiments such as sauce, mustard, etc. shall be contained in squeeze type dispensers or in individual sealed packs.
- 1.2.5 All disposable-eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- 1.2.6 Drinking straws, paper cups, spoons, etc., shall be enclosed in suitable dispensers or otherwise protected from contamination.
- 1.2.7 Tea, coffee, cordial and other beverages shall be dispensed from an enclosed or lidded receptacle equipped with a tap or spout.

1.3 FOOD HANDLING PRACTICES

- 1.3.1 Hands must be washed regularly, but in particular after going to the toilet, blowing nose, handling money or switching between uncooked meats and ready-to-eat foods.
- 1.3.2 The use of tongs or disposable gloves changed frequently to be used when handling food.
- 1.3.3 All food handlers must wear clean aprons and clean hair coverings with long hair tied back.
- 1.3.4 Smoking is not permitted in food handling areas.
- 1.3.5 Anyone suffering from an infectious disease is not to be involved with the food.

1.4 WASHING FACILITIES

- 1.4.1 Separate hand washing facilities and utensil washing facilities shall be provided within the stall, e.g. two plastic dishes of sufficient capacity for adequate cleaning of hands and utensils. Each facility must be supplied with hot and cold water. Disposal of waste to Council's satisfaction.
- 1.4.2 Hand towels, soap / detergent shall be provided to each washing facility.

1.5 FOOD TEMPERATURE CONTROL

- 1.5.1 All take-away foods prepared in the stall shall be for immediate sale and consumption unless a suitable food warmer or food display can be provided that maintains the food above 60°C (hot foods) or below 5°C (cold foods).
- 1.5.2 All raw and perishable foods, such as steaks, hamburgers and sausages, shall be stored in a portable cooler together with an adequate supply of ice or cooling medium below 5°C.
- 1.5.3 Any food product containing dairy products, such as fresh cream, custard and cheese, shall not be sold unless stored and/or displayed under refrigerated conditions (below 5°C).

1.6 COOKING

- 1.6.1 All heating and cooking equipment, including open flame barbeques and cook plates, shall be located within the stall or otherwise suitably protected from contamination.
- 1.6.2 Raw foods awaiting cooking and foods which have been cooked shall not be displayed outside the stall.
- 1.6.3 The cooking area shall be kept free of dust borne contamination and droplet infection (e.g. coughing and sneezing from the public)
- 1.6.4 Cooking and heating equipment shall not be within reach of the public.
- 1.6.5 A fire extinguisher of adequate size shall be provided convenient to every stall where open flame cooking is carried out.
- 1.6.6 Where cooking is carried out adequate provisions shall be made to protect the stall walls and roof from heat, flame and splashing.



1.7 RUBBISH DISPOSAL

- 1.7.1 Suitable garbage receptacles shall be provided near the stall for the public to dispose of used take away containers and the like.
- 1.7.2 Garbage receptacles with plastic liners and tight fitting lids to be provided with the stall.
- 1.7.3 Adequate arrangements shall be made for the storage and daily or more frequent removal of garbage generated inside and outside the food stall.

1.8 OPEN FOOD STALLS

- 1.8.1 Open food stalls consisting of tables only or tables and trestles shall only be used for the sale of factory pre-packaged food in hermetically sealed containers (e.g. canned or bottled soft drinks, canned foodstuffs)
- 1.8.2 No perishable foods shall be sold from an open food stall except packaged milk, packaged milk products and pre-wrapped ice-creams, all of which shall be stored with an approved means of low temperature storage.
- 1.8.3 Provision shall be required for screening or shielding the stall to protect any perishable food from direct sunlight.
- 1.8.4 All pre-packaged foodstuffs shall be labeled in accordance with the provision of the *Australian New Zealand Food Safety Standards*.

Name & Address of Maker

Name of Product

Ingredients

WHERE DO I FIND MORE INFORMATION?

Further information can be obtained from the Town's Environmental Health Services on 9158 9367.

Please Note: The information contained in this brochure is intended as a guide only. It is recommended that the advice and assistance of the Town's Environmental Health Services be sought prior to lodgment of a Notification of Temporary Food Premises application. The Town of Port Hedland disclaims any liability for any damages sustained by a person acting on the basis of this information.