

# Casual hire application form

Use of MOAMA sportsgrounds

PLEASE COMPLETE ALL SECTIONS



## SECTION 1 – APPLICANT DETAILS

|                      |  |
|----------------------|--|
| Organisation name:   |  |
| Mail Postal Address: |  |

## SECTION 2 – APPLICANT INFORMATION

|               |  |             |  |
|---------------|--|-------------|--|
| Contact Name: |  | Position:   |  |
| Work Phone:   |  | Home Phone: |  |
| Mobile:       |  | Fax:        |  |
| Email:        |  |             |  |

## SECTION 3 – EVENT DETAILS

|   |  |   |                                   |
|---|--|---|-----------------------------------|
| Sportsground or Amenities Name:                 |  |   |                                   |
| <input type="checkbox"/> Brick Alley (BA) Field | <input type="checkbox"/> Jack Eddy (JE) Oval | <input type="checkbox"/> Main Oval          |                                   |
| <input type="checkbox"/> BA Canteen/Toilets     | <input type="checkbox"/> JE Canteen/Toilets  | <input type="checkbox"/> Main Oval Canteen  |                                   |
|   |  | <input type="checkbox"/> Main Oval Pavilion |                                   |
| <input type="checkbox"/> Other-specify          |  | <input type="checkbox"/> Netball Courts     |                                   |
| Purpose of Booking:                             |  |   |                                   |
| Date of Use:                                    |  |   |                                   |
| Start Time:                                     |  | Finish Time:                                |                                   |
| No. of Participants:                            |  | No. of Spectators:                          |                                   |
| Participant Level:                              | <input type="checkbox"/> Junior              | <input type="checkbox"/> Senior             | <input type="checkbox"/> Mixed    |
| Type of Use:                                    | <input type="checkbox"/> Competition         | <input type="checkbox"/> Training           | <input type="checkbox"/> Other:   |
| Level of Use:                                   | <input type="checkbox"/> Social              | <input type="checkbox"/> Local              | <input type="checkbox"/> District |
|   | <input type="checkbox"/> Regional            | <input type="checkbox"/> State              | <input type="checkbox"/> National |

## SECTION 4 – FEES AND CHARGES incl GST as at 01/07/2015

| Description                           | Fee                                |   |
|---------------------------------------|------------------------------------|---|
| Full Day                              | <b>\$259.80</b>                    | ▪ Per Oval<br>▪ Payable 2 Weeks Prior to Use<br>▪ 50% Deposit Required on Booking |
| Half Day (maximum 4 hours)            | <b>\$129.85</b>                    |   |
| Key Bond for Toilets & Dressing Sheds | <b>\$10.00</b>                     | Payable 2 Weeks Prior to Use  |
| Events                                | <b>By negotiation with Council</b> |   |

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### SECTION 4 – EVENT REQUIREMENTS

|  |                              |                             |  |
|--|------------------------------|-----------------------------|--|
| <b>Access to Toilets:</b>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Keys may be required to access these toilets.<br>A refundable key bond of <b>\$10</b> per key is required.         |
| <b>Access to Dressing Sheds:</b><br>(where available)  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Keys will be required to access these dressing sheds.<br>A refundable key bond of <b>\$10</b> per key is required. |
| <b>Access to Canteen:</b><br>(where available)   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Canteen use to be negotiated directly between the casual and seasonal user of this facility.                       |
| <b>Access to Lighting:</b><br>(where available)  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Please specify time floodlights are to be used:  |
| <b>Additional Garbage Bins Required:</b>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Extra bins will incur a charge. Please specify quantity of 240L bins required:                                     |
| <b>Access to Electricity:</b>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Please specify electrical equipment to be used and location of use:  |
| <b>Are you Erecting a Temporary Shelter?</b>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Type:  |
|  |                              |                             | Size:  |
|  |                              |                             | Quantity:  |
|  |                              |                             | Location:<br>Please provide a sketch plan  |
| <b>Are you Selling Food?</b>   | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Food to be sold:   |
|  |                              |                             | Type of food premise: eg canteen, food van   |
|  |                              |                             | Food Van Licence Operator Name & Licence No:   |
| <b>Are you Selling Alcohol?</b>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Copy of approved Liquor Licence <b>must be attached.</b>   |
| <b>Are you Using Amplified Sound?</b>  | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Equipment type:  |
|  |                              |                             | Time of use:   |
| <b>Are you Using Amusement Devices?</b><br>(Public Liability Insurance of hire company must be attached) | <input type="checkbox"/> YES | <input type="checkbox"/> NO | Type of rides:<br>Please provide a sketch plan identifying the location of the rides                               |
|  |                              |                             | Company name:  |

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### SECTION 5 – PUBLIC LIABILITY INSURANCE

Copy of Certificate of Currency (minimum \$10 million) must be attached

|   |                              |                             |  |
|---|------------------------------|-----------------------------|--|
| Insured Name:   |                              |                             |  |
| Insurance Company:  |                              |                             |  |
| Policy Number:  |                              | Coverage Value:             |  |
| Commencement Date:  |                              | Expiry Date:                |  |
| Location of Coverage:   |                              |                             |  |
| Is Murray River Council noted as an 'Interested Party' on your Certificate of Currency? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |  |
| IF NOT, please provide a reason why?  |                              |                             |  |
|   |                              |                             |  |
|   |                              |                             |  |

### SECTION 6 – PAYMENT DETAILS

Payment can be made by Cheque or Direct Credit and is required at the time of the application. Applicable fees and charges are listed at Section 4 of this Application Form.

**A payment method must be selected below, in order for your permit to be processed.**

- CHEQUE:** Made payable to "Moama Recreation Reserve"  
**Mailed to:** Moama Recreation Reserve, PO Box 340, Moama NSW 2731
- DIRECT CREDIT:** To "Moama Recreation Reserve"  
**Bank:** Westpac Bank **BSB:** 033-621 **A/C No:** 113586

### SECTION 7 – CASUAL HIRE AGREEMENT

I, the undersigned, agree to ensure that all individuals, members and groups using the facility as a result of this booking request, will abide by the conditions detailed on Page 4 of this Application Form and instructions of the Council.

The information supplied on this Application Form is to the best of my knowledge. Should there be any alternations to this information, I will advise Murray River Council immediately.

|                        |  |           |  |
|------------------------|--|-----------|--|
| Applicant Name:        |  | Position: |  |
| Applicant's Signature: |  | Date:     |  |

### SECTION 8 – PLEASE RETURN COMPLETED APPLICATION FORM:

- In Person Murray River Council Moama Branch Office, 6 Meninya Street, Moama, NSW 2731
- By Mail The Booking Officer, Murray River Council, PO Box 21, Mathoura NSW 2710
- By Fax 03 5884 3417
- By Email [admin@murrayriver.nsw.gov.au](mailto:admin@murrayriver.nsw.gov.au)

#### Murray River Council Office Use Only

|                       |          |                         |          |                        |                    |
|-----------------------|----------|-------------------------|----------|------------------------|--------------------|
| Application Received: |          | Contact Info provided:  | Yes / No | Sportsground Level:    | Local / Dist / Reg |
| Toilets:              | Yes / No | Dressing Sheds:         | Yes / No | Canteen:               | Yes / No           |
| Lighting:             | Yes / No | Garbage Bins:           | Yes / No | Electrical Account:    | Council / Other    |
| Temp Shelter Plan:    | Yes / No | Food Van Licence No.:   | Yes / No | Liquor Licence Attach: | Yes / No           |
| Amusement PLI:        | Yes / No | Amusement Plan:         | Yes / No |                        |                    |
| Cert of Currency PLI: | Yes / No | C of C PLI Expiry Date: |          | MSC Noted:             | Yes / No           |
| Application Signed:   | Yes / No | Application Complete:   | Yes / No | Key Deposit:           | Yes / No           |
| Date Approved:        |          | Fees Charged:           | \$       | Receipt No.:           |                    |

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### SCHEDULE OF CONDITIONS

**Failure to comply with these conditions could result in the withdrawal of future approvals, the recovery of costs and/or the institution of legal action.**

1. The ground and amenities are to be left clean and tidy. Failure to do so will invoke a charge for cleaning. User is to remove all excess rubbish.
2. The facilities are to be opened and closed by a responsible person and the keys returned to Council on the following business day after use.
3. Keys are not to be copied and all keys or locks lost or damaged are to be paid for by the user.
4. All damage to the sportsground and/or amenities caused by the user will be CHARGED thereto.
5. A separate licence is required for approval to sell foodstuffs or refreshments in the sportsground. Approved vans or constructed canteens only to be used.
6. Canned beverages only are allowed to be taken onto the sportsground, and under no circumstances are patrons permitted to take glass bottles or receptacles onto the ground.
7. No fires are to be lit on the sportsground.
8. Council reserves the right to prohibit the use of the sportsground in the event of heavy rain, in times of drought, or where damage is likely to be caused to turf wickets or playing areas. It is the responsibility of the user to ascertain from Council the extent of such prohibition.
9. When used by children, a responsible person (association, organisation) must be appointed in charge.
10. A separate application may be required to Council's Environmental Services Department one month prior to the event in respect to the erection and operation of amusement devices.
11. Shade tents, if approved, shall be placed as directed and all pegs removed on dismantling.
12. If any person or organisation is responsible for bringing into the ground or amenities, any form or equipment (either privately owned or hired from a third party), then that person or organisation is to arrange for the removal of that equipment from the ground or amenities on the same day, or it is to be remained locked in the ground or amenities until the next normal working day before being removed. Alternatively, the ground or amenities may be opened outside normal working hours to allow the person or organisation to remove the equipment, subject to that person or organisation agreeing to meet the full costs incurred by Council for the "call out".
13. Council is to be indemnified against any claims for liability connected with the hirer's use and control of the area. A copy of the Certificate of Currency for Public Liability Insurance (minimum \$10M) with Murray River Council noted as an 'Interested Party' is to be forwarded to Council prior to the event.
14. Use during the summer (cricket) season is to be conducted away from cricket turf wickets.
15. Line painting for specific events is the responsibility of the hirer. Water based paint only shall be used for the line marking.
16. Vehicles are not permitted on sports fields at any time, unless prior approval is obtained from Council prior to the event.

**For further information, please call 1300 087 004 or email [admin@murrayriver.nsw.gov.au](mailto:admin@murrayriver.nsw.gov.au)**