

Mansfield Sporting Reserves Booking Form 2020-21

Please carefully read and complete the following details including the hire agreement attached.

Forms are to be forwarded to the Property Management Officer, by emailing the form to council@mansfield.vic.gov.au. Alternatively hard copy forms can be dropped at the Mansfield Shire Council Municipal Office.

A minimum 48 hours' notice is required when making bookings. On approval of your booking, you will be notified by Council and arrangements made for access to the premises.

Hirer: _____

Nominated Representative: _____

Contact details

Postal Address: _____

Phone: _____ Mobile: _____

Email address: _____

Public Liability Insurer _____

Policy Number (**please attach proof of PLI**) _____

Circle to indicate area/s of proposed hire:

Recreational Reserve Lords Reserve Netball Courts Botanic Park

Activity to be conducted: _____

Number of Participants (including supervisor/s): _____

Do you require storage for equipment? YES/NO

If yes please describe the equipment you need to store: _____

Mansfield Sporting Reserves TERMS OF USE AGREEMENT

- No stakes or pegs are to be driven into the grass area and no vehicles may traverse the grassed area unless agreement has been reached with Council's Parks & Gardens Supervisor, or his representative. Any enquiries should be directed to Angela Cesarec, Mansfield Shire Council Property Management Officer, on 03 5775 8514. Damages incurred as a result of any inappropriate activities will be charged at the hirer's expense to a satisfactory standard determined by Council.
- Hirer is responsible for non-permanent ground markings on ovals. Line marking is to be completed in accordance with Council requirements and the standard sporting ground dimensions. No other line marking will be allowed unless special arrangements are made with Council. No herbicide or lime is to be used in line marking. Permanent ground markings will only be carried out by the Council on a fee for service basis.
- The Hirer is responsible for all damage and rubbish generated on site and nearby as a result of this activity. The venue must be clean and tidy after use. Waste and recycle requirements to be negotiated with the Council Waste Management Officer on 03 5775 8580. Should the reserve be left in an inappropriate condition, the hirer will incur all additional cleaning and rubbish removal charges.
- The Hirer is responsible for providing a suitable number of competent attendants and supervisors to ensure efficient supervision and safety of people within the facility during the Hire Period. This responsibility extends to all participants, spectators, invitees, guests, officials and visitors associated with the hire.
- A copy of this agreement must be kept at the site during the hire and must be made available for viewing by any member of the Victoria Police or authorised officer of Council.
- Provide a Certificate of Currency in relation to a public liability policy of insurance, insuring against liability for the death of or injury to any person or damage to any property arising out of the display that will be authorised by the licence, which lists;
 - a) Minimum of \$20 million in public liability
 - b) The insured (including situation of risk)
 - c) The Company insuring you
 - d) Expiry Date
 - e) Policy Number
- Alternative arrangements are the responsibility of the nominated representative should any authorised Council Officer deem the site conditions inappropriate for the activity.
- No alterations of the reserves including maintenance are to undertaken without the consent of an authorised Council representative.

- The hirer will immediately notify the Council of any maintenance issues which require attention. In the case of vandalism including glass breakage, clubs are required to notify Council on telephone 5775 8555 for emergency maintenance.
- Council reserves the right to have priority of the reserves and may cancel or postpone a confirmed booking for abnormal or special circumstances.
- The user will abide by all of the Council's policies concerning signage and other regulations.
- Be responsible for ensuring the following:
 - Smoking does not occur inside any buildings at any time.
 - Smoking does not occur at or within 10 metres of an underage sporting event.
 - Smoking does not occur at or within 10 metres of a skate park or play ground.
 - Smoking does not occur at or within 10 metres of a sporting venue/facility.
- All user groups are strongly encouraged to join the Good Sports Program which aims to reduce alcohol and other drug problems, increase the viability of sports clubs and increase the range and quality of sports available within the community.
- The hirer will ensure that alcoholic beverages will not be consumed in conjunction with junior activities - junior training and junior competition.
- The hirer will comply with all Local Laws, the Liquor Control Act, the Health Act, Public Building Regulations and all other regulations relating to the care, protection and management of the premises as a Council facility.
- This agreement may be cancelled at any time at the discretion of an authorised officer of Council.
- A penalty may apply if there is a breach of any of these conditions.

Declaration:

DATED this Day of20_____

Nominated User
signatory.....

Council
Signatory.....

Council Contacts

Angela Cesarec – Property Management Officer
angela.cesarec@mansfield.vic.gov.au

5775 8514

Mansfield Shire Council Reception

5775 8555

Mansfield Shire Council Fax

5775 2677

Mansfield Shire Council email

council@mansfield.vic.gov.au