



**City of  
Kalgoorlie  
Boulder**

# APPLICATION TO HIRE A SPORTING RESERVE

OFFICE USE ONLY					
Hire Date:			Booking ID:		
Liquor Permit:	Yes	No	Payment Received:	Yes	No
Booking Sheet (please tick to confirm):		Synergy:	ECM ID:		

**APPLICANTS MUST BE OVER 18 YEARS OF AGE**

## APPLICANT DETAILS

<b>Name:</b>					
<b>Organisation Name:</b> (if applicable)					
<b>Organisation Type:</b>	<i>Government</i>	<i>Not for Profit</i>	<i>Commercial</i>		
	<i>Community</i>	<i>School</i>	<i>Other (please specify)</i>		
<b>Postal Address:</b> <small>(Note: Bonds/Refunds will be returned to this address)</small>	<i>Street</i>				
	<i>Suburb</i>				
	<i>City</i>	<i>Postal code</i>			
<b>Phone:</b>	<i>Work</i>			<i>Mobile</i>	
<b>Email:</b>					

**Do you or your organisation hold Public Liability Insurance?** (Applicable where members of the public are participating in or attending a function/event/activity.)

Yes	No	Value	
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**PUBLIC LIABILITY INSURANCE:** Any hirer classified as a sporting body, school, club, association, corporation, incorporated body or hiring for commercial or profit based activities will be required to provide Public Liability Insurance of \$10,000,000. The City of Kalgoorlie Boulders Insurance excludes cover for these groups. City of Kalgoorlie Boulder has a casual hirers liability policy which provides cover for individuals and groups that wish to use council facilities and do not have a public liability insurance policy (i.e. birthday parties, knitting club etc.). The limit under this policy is \$10,000,000.

## SPORTING RESERVES/FIELDS

Oasis Playing Fields No 1	Oasis Playing Fields No 2	Cruickshanks Sports Arena
Sir Richard Moore Oval	Morrison Oval	Shepherdson Park
Usher Park East	Usher Park West	Norkal Park
Edwards Park	Digger Daws Oval	Wallace Park
Ray Finlayson Whole Playing Fields	Ray Finlayson Soccer Fields	Ray Finlayson Rugby Fields
Ray Finlayson Cricket Fields	Other (Please specify)	

## DATE AND TIME REQUIREMENTS

Please be advised that set up and clean up/pack up times must be included in the booking form.

<b>Day of week</b>		<b>Date</b>	
<b>Setup start time</b>		<b>Event start time</b>	
<b>Event finish time</b>		<b>Pack/clean up finish time</b>	

## TYPE OF FUNCTION/EVENT/ACTIVITY

<b>Short description of Function/Event/Activity:</b>			
<b>Expected Attendance (Max):</b>	<i>Adults (Over 18)</i>		<i>Children (Under 18)</i>

## ADDITIONAL DETAILS

	YES	NO		YES	NO
Do you require vehicle access? <sup>1</sup>			Is your vehicle over 3 tonnes? <sup>2</sup>		
Will you be using the power outlets?			Will you have amplified music at your event?		
Do you wish to consume/serve alcohol? <sup>3</sup>			Do you wish to sell alcohol?		
Will you be serving food at the facility? <sup>4</sup>			Do you require use of the BBQs?		
Will you require lighting?			Details:		
Will you be erecting any temporary structures:			Details:		
Does your booking involved any commercial activity?			Details:		
Will you be storing any goods or valuables at the facility?			Details:		
Do you plan to erect a bouncy castle/provide farm animals/pony rides/live entertainment/games?			Details:		

**Notes:**

<sup>1</sup> Private vehicle access at Hammond Park is not permitted unless prior approval has been arranged through the Community Bookings Officer.

<sup>2</sup> Special approval is required for vehicles over 3 tonnes.

<sup>3</sup> Strictly no glass permitted on the City's Parks, Ovals or Reserves.

<sup>4</sup> Commercial food vendors will not be permitted in Hammond Park unless prior approval has been arranged through the Community Bookings Officer.

## SCHEDULE OF FEES & CHARGES – PARKS, RESERVES & SPORTING FIELDS

### Bonds

Key Bond (To be collected the closest business day to the event and returned as soon as possible to the City Administration Building)	\$55.00
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### Sporting Reserves & Lighting

*Public access to sporting reserves is limited due to seasonal sport and recreation activities. Please contact the City's Bookings Officer to confirm availability prior to planning your event/booking*

### Sporting Reserve Hire Fees

All Sporting Reserves	Half Day Hire (< 4 hours)	\$109.35	Full Day Hire (> 4 hours)	\$218.80
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### Lighting Fees (per hour)

#### Ray Finlayson Playing Fields

Soccer Field 1	\$9.50	Soccer Field 2	\$9.50
Soccer Field 3 ( <i>Hallmark</i> )	\$35.20	Soccer Field 4 ( <i>Rear Hallmark</i> )	\$12.15
Cricket Field 1	\$16.85	Cricket Field 2	\$41.50
Rugby Field	\$16.85	Cricket Nets	\$2.15

#### Oasis Playing Fields No 1

South	\$31.50	North	\$25.70	Full Field	\$57.20
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#### Oasis Playing Fields No 2

Full Field	\$42.00
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#### Usher Park

East	\$6.30	West	\$6.30	Full Field	\$12.65
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#### Shepherdson Park

East	\$22.00	West	\$22.00	Full Oval	\$44.20
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#### Other Parks

Sir Richard Moore	\$42.00	Wallace Park	\$8.90	Digger Daws Oval	\$31.00
Norkal Park	\$6.30	Edwards Park	\$3.20	Morrison Oval	\$27.40
Cruickshanks Sports Arena	\$4.70				

## CUSTOMER DECLARATION

1. By signing this application form the hirer confirms:
  - That they have received a copy of the Conditions of Use of Recreational Reserves Policy.
  - The customer acknowledges that they will abide by the Terms and Conditions outlined in the documents.
  - That a breach of policy may result in forfeiture of bonds or subsequent financial penalties.
  - That they can be held liable for call out fees by the City's security service provider should venues not be properly locked up and alarm systems activated.
2. A booking is not deemed confirmed until all appropriate forms and bond payments/fees have been received by the City of Kalgoorlie-Boulder.
3. Commercial bookings must receive the approval of the Chief Executive Officer prior to being deemed confirmed.
4. In the event that more than one application is made for the hire of the same area of a facility at the same time, the Chief Executive Officer shall determine the hirer to have priority.
5. The City reserves the right to refuse a booking if it is perceived that there is a conflict of interest with other bookings on the day.

**When a bond is required to be paid, whether it be for the use of a key or relating to the facility hire, it is the City of Kalgoorlie-Boulder's policy that such bonds will be returned to the customer by cheque/EFT within ten working days from the date when the key was returned. Failure to return a key within 5 working days after issue or damage to City property may result in a loss of bond.**

### SIGNED BY HIRER

Name in Print: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

### FOR OFFICE USE ONLY

Was Liquor Permit approved by the CEO?	Yes	No		
Was Commercial Booking approved by the CEO?	Yes	No		