



## Seasonal Application Form: Reserve Hire for Sporting Events

Applications for large sporting events (50+ persons at any one time) are to be submitted to the City's bookings officer at least **four weeks prior** to the hire date.

Applicant details			
Name of organisation			
Organisation type			
Status of club: Junior <input type="checkbox"/> Senior <input type="checkbox"/>			
Contact name			
Address			
ABN			
Telephone	(mob)	(hm)	(wk)
Email			
Preferred contact method: email <input type="checkbox"/> post <input type="checkbox"/>			
<b>Season required:</b> Winter (Apr-Sept) <input type="checkbox"/> Summer (Oct-Mar) <input type="checkbox"/>			

Venue requested		
<input type="checkbox"/> Fremantle Park	<input type="checkbox"/> Bruce Lee Oval	<input type="checkbox"/> Hilton Upper
<input type="checkbox"/> Dick Lawrence Oval	<input type="checkbox"/> Frank Gibson Park	
<input type="checkbox"/> Other:		
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## Booking details

**Number of teams**

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**Total number of memberships**

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**Game fixtures**

**Day and date(s) of hire**

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**Start time** \_\_\_\_\_ **Finish time** \_\_\_\_\_

*Start and finish times must be inclusive of set-up and pack-down*

Does your club require use of the following:

Change rooms / club rooms? Yes  No

Floodlights: Yes  No

Kitchen / canteen? Yes  No

Notes \_\_\_\_\_

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**Training fixtures**

**Day and date(s) of hire**

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**Start time** \_\_\_\_\_ **Finish time** \_\_\_\_\_

*Start and finish times must be inclusive of set-up and pack-down*

Does your club require use of the following:

Change rooms / club rooms? Yes  No

Floodlights: Yes  No

Notes \_\_\_\_\_

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**How many sets of keys do you require**      1                       2

Please supply any additional information or requirements for your event

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**Seasonal Conclusion Dates**

Please provide date of the final use for the season (not including finals)

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Please provide date of the end game of the finals seasons

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**Is food/soft drink being provided?** Yes  No

**If so will the food/soft drink be for sale?** Yes  No

*If **yes**, you are required to provide a Temporary Food Premises form with this application. Contact the Environmental Health Services on 9432 9856 for further information.*

Alcohol may not be consumed on City of Fremantle property without Council approval.

**Have you organised extra bins if necessary?** Yes  No

*Please contact Waste Management on 9432 9628*

**Event application check list:**

- Public Liability Insurance
- Temporary Food Premises application

**This is an application form only. Bookings are not confirmed until approval has been granted by the City of Fremantle and payment of all fees has been received.**

I/We have read, understood and agree to abide by the conditions of hire. I/We agree to indemnify the City of Fremantle against all actions, claims, demands and costs arising out of or in connection with the hire of this facility.

Signature of hirer \_\_\_\_\_ Date \_\_\_\_\_

On behalf of \_\_\_\_\_ Organisation

**Please ensure you have attached a copy of your public liability insurance cover.**

**In the event of any dispute or difference arising as to the interpretations of these conditions the decision of the chief executive officer is final and conclusive.**

**Signing to acknowledge understanding and agreeing to comply with these conditions on the application form is further acknowledgement of indemnifying the City.**

**Application form submission**

<b>In person:</b>	<b>By mail:</b>	<b>Via email:</b>	<b>Contact:</b>
Bookings officer	Bookings officer	bookings@fremantle.wa.gov.au	Phone: 9432 9712
Fremantle Oval	City of Fremantle		Fax: 9430 4634
151 High Street	PO Box 807		
FREMANTLE WA 6160	FREMANTLE WA 6959		





## Conditions of reserve hire

Read these conditions carefully before completing the application form.

### General conditions

- All bookings are subject to the hirer being responsible for compliance with legislative requirements including City policies, local laws and regulations.
- No city managed public spaces or venues can be booked for public events more than 12 months in advance unless otherwise agreed to by contract with the city (a process that requires Council approval).
- The city reserves the right to decline an event application based on any of the following:
  - The event does not align with the city's strategic objectives
  - The event does not promote Fremantle in a progressive and/or positive light
  - The city reserves the right to refuse hire to any individual, group or organisation.
- If you plan to sell food you must apply to the City's environmental health services on 9432 9856 for a temporary food permit fourteen working days before the event.
- Compliance with the City's hiring policy, schedule of fees and charges for sporting and recreation reserves form part of these conditions.
- All bookings are subject to the City's local laws and regulations.
- Private functions will not be permitted on reserves.
- The City reserves the right to refuse, cancel and/or withhold the hiring of any park, reserve or associated building should special circumstances warrant such action. Should a confirmed booking be cancelled all monies paid to the City will be refunded in such instances. A minimum period of three weeks notice is to be provided.
- The right to refuse the hiring of any park, reserve or associated building extends to the City's interpretation of what is deemed appropriate or not in each circumstance. For example, any activity, which may cause anti-social behaviour or complaint from properties in the vicinity, would not be supported.
- Liquor is not permitted to be consumed or sold in the hall as of the Liquor Act 1970
- Hire times are to incorporate any time required for pre-functional deliveries and/or set up arrangements and must be indicated on the application form.
- A risk management plan may be required for all events.



## Cancellation

- Cancellation of a confirmed booking is required to be sent in writing to the City's bookings officer.
- Booking fee is not refundable.
- Cancellation within seven days forfeits total hire fees paid.

## Payment

- The hire fee is payable to the City at least 14 days prior to the hire date.
- Bonds will be charged, part of all of which may be used for repair or restoration work to City assets (such as reticulation, fences and turf) necessitated by the hirer's activities or to cover the cost of extra services, which City staff may have to supply.
- For hirer's who book the Esplanade Reserve, a ground restoration fee may be charged. This entire amount will be used to restore the grounds after heavy usage.
- All fees and charges for reserve bookings are inclusive of a 10% GST (except bonds which are GST exempt), unless legislation provides otherwise, and will be detailed on a Tax Invoice. **Please allow 4 weeks after your event for a bond refund.**
- Credit card payments incur a 0.5% surcharge
- All bookings which fall outside of the current financial year are charged at the rates as approved by the City in that financial year schedule of fees and charges – not at the rates at time of booking.

## Subsidised use

- Subsidised use is available to organisers of events that are either organised by or sponsored through the City of Fremantle. Organisations can apply for sponsorship which may result in a 50% reduction of hire fees providing they meet the sponsorship criteria.
- To be considered for waiver of the hire fee, all requests must be lodged in writing at the time of the booking. Only hire fees can be waived.
- Use of reserves, sporting grounds and associated facilities for City organised events and activities do not attract a fee.



## Damage

- Any person found to be damaging any equipment or part of any reserve will be requested to vacate the reserve.
- All breakage's, for example glass, must be cleaned up immediately. If necessary, the function should cease until broken glass is removed (this is for the safety of the public).
- Banners and display material are not to be strung from the trees. The Norfolk Pines on the Esplanade Reserve are heritage listed and protected.
- The preferred method of weighting is water weights. Care must be taken when placing stakes into the ground in order not to damage the City's reticulation system. A map of the reserve can be organised with relevant markings if required. Parks officers must meet with organisers, who are placing marquees, tents or stakes of any kind into the ground (two weeks prior to the event). Damage to reticulation will be billed against the hirer's bond. The hirer is liable for all damages.
- Any faults or damage to the reserve or equipment should be reported to the bookings officer (Mon to Fri between 9.00 am to 5.00 pm) on 9432 9712 prior to or after usage.

## Preparation for the event

- All litter is the responsibility of the hirer; removal of litter undertaken by City staff is charged against the bond. Permanent bins on the park are for pedestrian rubbish only. If the bins are used for commercial rubbish, the hirer is liable to a penalty. Extra bins can be hired from the City at additional cost. Contact the City's waste management supervisor on 9432 9628 to make arrangements for supply of additional bins.
- Any event wishing to use amplified music on a reserve must contact the City's health services unit for approval at least three months before the event. This may require approval from Council.
- City reserves are all public open space and no hirer shall erect a fence around an event or charge an admission fee unless authorised Council. Permission needs to be sought from the City at least three months prior to the event.
- All hirers of major events must discuss their event with the City's Events Officer on 9432 9944 and complete an event application form prior to making a booking with the City's bookings officer.



- Should you wish to sell any food and/or drink products during the event, it is the responsibility of the hirer to contact City's environment health unit at least ten working days prior to the event to seek approval for the issue of a temporary food permit.

### **At the event**

- The use of confetti, bean bags or balloons is prohibited on all City of Fremantle reserves.
- City staff have the authority to act on the City's behalf during a function and are to be allowed entrance at any time.
- Be cognisant of and respectful to church services.
- If a City officer is required to attend to any matter outside of normal working hours the hirer is charged the cost of the call out (minimum four hours). Staff are only on call for emergency building maintenance issues. All issues are to be addressed in the risk management plan and if necessary directed to the Western Australian Police.
- Authorisation to hold an event on the reserve does not give the hirer exclusive use of, or the right to restrict public access to, any reserve unless specifically authorised by the City.

### **Security and maintenance (events)**

- The City does not provide a duty caretaker or security officer. If a security presence is required it is the responsibility of the hirer to organise and pay for. Security may be a condition of hire for large events. A copy of the receipt confirming the security guards must be forwarded to the City's bookings officer prior to the event.

### **Protection of people and property**

- To comply with the requirements of the hire conditions, the hirer is to:
  - take all measures necessary to protect people and property
  - prevent nuisance and unreasonable noise and disturbance.
- The hirer is to have current insurance cover for:
  - public liability to the value of **\$10 000 000.00**. If a hirer does not have public liability insurance cover it may be available through WAs Community Groups Insurance Facility. Forms can be found on the Local Government Insurance Services (LCIS) website [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)





- workers' compensation to the full extent of liability under the Workers' Compensation Act (if applicable).
- Provide a copy of the insurance certificates of currency (for the specific event and indemnifying the City as listed below).
- The hirer shall indemnify the City against:
  - loss of or damage to property of the City, including existing property
  - claims by any person against the City in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the hirer.

### **Copyright and public performance of music**

- The hirer is responsible for any infringement of copyright in connection with the performance of any musical, literary or dramatic works on any City reserve.
- If performing you may be required to obtain an Australasian Performing Right Association (APRA) and Phonographic Performance Company of Australia (PPCA) live performance licenses. Contact APRA (08) 9382 8299 and PPCA on (02) 9267 7877.

### **Vehicle access and parking permits**

- No vehicles are permitted on the reserve without the express permission of the City Booking Officer, emergency vehicles excepted.
- The hirer is to provide the City's Bookings Officer with a list of vehicle registration numbers in order for short-term permits to be issued. On completion of equipment being unloaded, the vehicles are to be parked elsewhere. The City's parking services will infringe any vehicles not displaying a short-term permit.
- Do not park, load, unload or place loads less than three metres from trunks of all trees on reserves.



## Schedule of Fees and Charges 2022/2023

<b>Sporting &amp; Recreational Reserves Hire (General/Casual)</b>			
Non Refundable Booking Fee <i>Only applicable to long term bookings (1 term or longer). All one off community bookings are not subject to booking fee</i>		\$66.00	
<b>Bookings of reserves, beaches and parks for recreational use</b>			
Non-commercial per hour		\$17.30	
Commercial per hour		\$31.40	
Officer call out fee (minimum of 3 hours)		\$88.20	
<b>Sporting reserves seasonal hire</b>			
Seasonal hire – Seniors – includes two free training sessions per week (no booking fee)		\$1,465.00	
Seasonal hire – Juniors – includes two free training sessions per week (no booking fee)		\$763.00	
<b>Change rooms/ training lights/ power/ water</b>			
Training lights per hour		\$10.20	
Power per hour		Up to \$9.00	
Water per day		Up to \$9.00	
<b>Additional / pre-season training</b>			
Seniors- per session		\$46.90	
Juniors- per session		\$27.90	
Commercial fitness groups reserve only – per hour (no booking fee)		\$13.80	
<b>Other</b>			
Litter collection & toilets		full cost to hirer	
Reticulation and reserve marking		full cost to hirer	
Reserved or hooded parking		full cost to hirer	
Failure to marshal vehicle onto reserve		10% of bond each time	
<b>Dick Lawrence Community Hall</b>			
<b>Non-commercial (including charitable)</b>		<b>Commercial</b>	
Hourly charge	\$17.30	Hourly charge	\$31.40
<b>Bonds</b>			
Bond casual ground only		\$231.00	
Bond casual club room only		\$116.00	
Seasonal ground only		\$573.00-\$1,146.00	
Seasonal ground and clubroom		\$920.00-\$2,300.00	
Officer call out fee		\$83.23	