

A Hire Application Form Sporting Fields & Ovals



Name of club / organisation: _____

Community Group / Charity Commercial Hire Private User School Government Organisation

Contact person: _____ Position: _____

Postal address: _____

Email address: _____ Phone: _____

Name of sport / event: _____

Ground:	Collier Street Fields:	<input type="checkbox"/> Field 1	<input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3	<input type="checkbox"/> Field 4
	Rea Park:	<input type="checkbox"/> Oval	<input type="checkbox"/> Side Grounds		
	Manjimup Recreation Grounds:	<input type="checkbox"/> Oval 1	<input type="checkbox"/> Oval 2		
	Pemberton Sports Centre:	<input type="checkbox"/> Oval 1	<input type="checkbox"/> Oval 2		
	Other towns:	<input type="checkbox"/> Northcliffe Oval		<input type="checkbox"/> Walpole Oval	

Type of hire: Casual Seasonal - Summer * (October to March) Seasonal - Winter * (April to September)

* For out of season booking requests please fill out a separate hire form for casual hire.

Date of hire period: _____ to _____ Exclusions: _____

	Training Booking Times (including set up & pack up)	Competition Booking Times (including set up & pack up)
Monday	_____ to _____	_____ to _____
Tuesday	_____ to _____	_____ to _____
Wednesday	_____ to _____	_____ to _____
Thursday	_____ to _____	_____ to _____
Friday	_____ to _____	_____ to _____
Saturday	_____ to _____	_____ to _____
Sunday	_____ to _____	_____ to _____

Facilities Required (refer to information sheet (Form B) for details of the facilities available at each ground)

Public toilets Ground lighting Kiosk / Kitchen Access to power Other: _____

Forms, Permits & Licences

Does your organisation have public liability insurance? Yes No If yes, attach copy of certificate

Will food be sold, consumed or served during your hire? Yes No If yes, attach permit if applicable

Will liquor be sold, consumed or served during your hire? Yes No If yes, attach Form D plus liquor licence if required

Do you wish to apply for a fee discount or bond waiver? Yes No If yes, attach Form D

Will your hire involve the use of commercial music? Yes No

Hirer Declaration

I declare the information supplied to be true and accurate and agree to the conditions of hire (Form C). I also agree to abide by State and/or Federal COVID safety directions as required. I understand that this is a request application only, confirmation of booking will be sent once the application has been assessed.

Name: _____ **Signature:** _____ **Date:** _____

OFFICE USE ONLY

Added to calendar: <input type="checkbox"/>	Confirmation sent: <input type="checkbox"/>	Facility bond: _____	Waived? <input type="checkbox"/> Yes <input type="checkbox"/> No
Facility hire fee: \$ _____		Key bond: _____	
Applicable discount: \$ _____		Bond total: _____	<input type="checkbox"/> Paid <input type="checkbox"/> Refunded
Cleaning fee: \$ _____	<input type="checkbox"/> Cleaner notified	Keys required: _____	<input type="checkbox"/> Booked
Music copyright fee: \$ _____		Event Liaison notified: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Booking total: \$ _____	<input type="checkbox"/> Invoiced	Stakeholders notified: _____	

Email, post or return completed form to:

PO Box 1 / 37-39 Rose Street, Manjimup WA 6258

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