

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: Field 1 Field 2 Field 3 Field 4
 Rea Park: Oval Side Grounds
 Manjimup Recreation Grounds: Oval 1 Oval 2
 Pemberton Sports Centre: Oval 1 Oval 2
 Other towns: Northcliffe Oval 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 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: Confirmation sent: Facility bond: _____ Waived? Yes No
 Facility hire fee: \$ _____ Key bond: _____
 Applicable discount: \$ _____ Bond total: _____ Paid Refunded
 Cleaning fee: \$ _____ Cleaner notified Keys required: _____ Booked
 Music copyright fee: \$ _____ Event Liaison notified: Yes No N/A
 Booking total: \$ _____ Invoiced Stakeholders notified: _____

Email, post or return completed form to:

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

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