

# 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)

<b>Monday</b>	_____ to _____	_____ to _____
<b>Tuesday</b>	_____ to _____	_____ to _____
<b>Wednesday</b>	_____ to _____	_____ to _____
<b>Thursday</b>	_____ to _____	_____ to _____
<b>Friday</b>	_____ to _____	_____ to _____
<b>Saturday</b>	_____ to _____	_____ to _____
<b>Sunday</b>	_____ 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 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	
<b>Booking total:</b> \$ _____	<input type="checkbox"/> Invoiced	Stakeholders notified: _____	

Email, post or return completed form to:

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

T: (08) 9771 7777    F: (08) 9771 7771    E: info@manjimup.wa.gov.au    W: www.manjimup.wa.gov.au