



## Application and Acceptance of Conditions for Casual Hire of Council Reserves

Bright Pioneer Park  Mt Beauty Recreation Reserve  Other .....

### Hirer Information

Organisation making application: .....  
 Contact Person: .....  
 Contact address: .....  
 Contact telephone number(s): .....  
 Email address: .....

### Insurance

**Note: ALL hirers must have Public Liability Insurance  
 Please attach a copy of your Public Liability Insurance Certificate of Currency.**

If you do not have your own Public Liability Insurance, Local Community Insurance may be able to assist you. Visit [www.localcommunityinsurance.com.au](http://www.localcommunityinsurance.com.au)

**Some** casual hirers may be eligible to be covered under Council's Community Liability Pack insurance. The fee for this is an additional **\$14.00** per hire and is designed for one-off casual hirers for non-profit type functions. For more information, or to see if you are eligible please contact Council's Risk Management Officer on 57 550 555.

Council's Special Risk Policy cover @ \$14.00	\$
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### Details of Hire of the Community Facility

Hire is for the use of: Main oval only  Football Pavilion  Football Change rooms   
 Kiosk  Equestrian area  Tennis facility including courts   
 Scout Hall  Large Marquee  Netball court  Second oval area   
 Other: .....

Will lights (lighting towers) be required? Yes  No

**Please note that fees may apply.** You will be advised of any fees once your application has been received.

Date(s) required: .....

Time(s) required: Start time: ..... End Time: .....

Purpose of hire: .....



## Additional Requirements

**Please circle yes/no and attach supporting documentation if applicable**

Do you propose to display advertising boards or banners outside the building?	Yes	No	If yes, you will require a temporary advertising permit from Council. Contact the Local Laws Dept on 03 57550555 or go to <a href="http://alpineshire.vic.gov.au">alpineshire.vic.gov.au</a>
Will alcohol be sold or consumed?	Yes	No	If yes, please contact Victorian Commission for Gambling or Liquor Regulation on 1300 182 457 regarding any compliance requirements or go to <a href="http://www.vcglr.vic.gov.au">www.vcglr.vic.gov.au</a>
Will there be the use of PA systems or loud speakers?	Yes	No	
Do you propose to serve food?	Yes	No	If yes, you are required to have a current temporary food premises registration with your principal Council and notify Alpine Shire Council of your intention to sell food by going online to <a href="mailto:streatrader@health.vic.gov.au">streatrader@health.vic.gov.au</a> and lodge a Statement of Trade at least 7 days prior to the event date.
Do you propose to erect portable structures or amusement devices eg temporary stage?	Yes	No	If yes please attach evidence of approval from a Municipal Building Surveyor. If in doubt please contact the Building Dept at the Alpine Shire on 57550 555
Other (Please describe)			

I/We acknowledge that I/we have **read and understood the Conditions of Hire for Community Facilities** and agree to comply with all requirements and pay all fees as outlined relating to my/our hire of the facility. My payment of: ..... is enclosed. I hereby indemnify the Council from any loss, damage or personal and public injury resulting from this hire agreement. Note: excludes participation risk, i.e.: excludes any indemnity to individuals participating in any sporting activities.

Name of Hirer (please print) \_\_\_\_\_

Signature of Hirer \_\_\_\_\_ Date \_\_\_\_\_

**Please note: Community Facilities will close at 11pm weekdays and 12pm on weekends unless a later closing time has been negotiated with the Managing Authority**