

City of Melville Internal Reserve Booking Application

Form Preview

Guidelines - Reserve Booking Application

* indicates a required field

Applicants:

The City of Melville's reserves and sports grounds are allocated to existing local sporting clubs, organisation and casual users throughout the year. A high volume of training sessions, games, functions and events are booked at all reserve but particularly the sports reserves for summer and winter sporting clubs. Due to these allocations, not all sports grounds may be available for casual bookings.

Please note, casual bookings requests may be declined if they conflict with prior bookings and/or Club allocations or if the nature of the booking is not considered appropriate for the requested ground.

This application is to request the hire of a reserve only. To hire any facilities at a sporting reserve (i.e. clubrooms or halls), the applicant may be required to contact the relevant sporting association or lessee.

Please access our [Conditions of Hire here](#). By lodging an application, the applicant agrees to adhere to the Conditions.

The application should be submitted no less than 10 working days before the event date. Incomplete applications received will not be considered.

If you have any questions in regards to the guidelines and Conditions, please consult the [How to Book a Reserve webpage](#) or contact the **Bookings Officer on 08 9364 0611**.

Confirmation of Guidelines

I confirm that I, the applicant, have...

- read and understand the guidelines and Conditions of Hire
- read the Liquor Licence information on the City's website (if alcohol is proposed to be at the function)
- attached the Certificate of Currency for Public Liability Insurance for the applicant (where the applicant is a school, business or non-profit organisation)
- attached the Certificate of Currency for Public Liability Insurance for any contractors or businesses providing a service at the function

*

☐ Yes

☐ No

You must confirm that all statements above are true and correct.

Contact Details

* indicates a required field

Privacy Notice

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City of Melville pledges to respect and uphold your rights to privacy protection under the [Australian Privacy Principles](#) (APPs) as established under the *Privacy Act 1988* and amended by the *Privacy Amendment (Enhancing Privacy Protection) Act 2012*. To view our privacy statement, go to the [City of Melville Website](#).

Applicant Details

Applicant Name

Position (Individual's role in Organisation)

Email *

Must be an email address.

Please advise if the booking is on behalf of one of the following groups: *

- ☐ School
- ☐ School Sports Association
- ☐ Sporting Club or Association
- ☐ Commercial Business
- ☐ Non-Profit Organisation
- ☐ Other:

Booking Details

* indicates a required field

Requested Ground/s

Please indicate which reserve/ sports ground you would like to hire. For large sports reserves, Quarantine Reserve and Piney Lakes Reserve please add the specific area you propose to use (e.g. Shirley Strickland Reserve - upper rugby field, Point Walter Reserve Wedding Area 4).

Reserve Name - First Choice *

Second Choice (if first choice is unavailable)

Booking Details

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Please provide information about the Booking.

Whats is the booking for? *

☐ Youth event

☐ Sporting Event

☐ Other:

Name/ Type of Booking:

Please describe the planned activities: *

Booking Date *

Must be a date.

Start Time (including set-up time) *

Finish Time (including excluding pack-down time) *

Number of adults expected to attend *

Must be a number.

Number of children expected to attend *

Must be a number.

Is there an entry fee or ticket to the event? *

☐ Yes

☐ No

If yes, please provide more information about the ticket charge:

Covid 19 Requirements

During Covid 19 it remains the applicants responsibility to comply and maintain compliance with the directives issued by the State and Federal Governments. Please remain up to date with the requirements during this period. If you have any questions regarding the Covid 19 restrictions please contact the National Coronavirus Helpline, 1800 020 080.

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Additional Dates

If a single event spans more than one day, the applicant may be permitted to lodge one application for multiple dates. Please consult the Booking Officer before submitting the application to ensure separate forms are not required.

Does the event span more than one date?

☐ Yes ☐ No

Date	Start Time	Finish Time	Expected Adult Attendance	Expected Child Attendance
Must be a date.	Time includes event set-up.	Time includes event pack-down.	Please provide an estimated number.	Please provide an estimated number.

Food

Please provide details of any food to be sold/supplied during the booking. Please note, [Food Registration Certificates](#) are required for any food businesses operating onsite.

Will food be sold or supplied during the booking? *

- ☐ No food will be sold/supplied
☐ Food will be supplied by the event organiser for free
☐ Other:

Waste/rubbish management

The public bins located at reserves are for the general public. Bookings are required to arrange their own waste/rubbish management. Please refer to the City's [website for bin hire information](#).

What is your waste/rubbish management? *

- ☐ Rubbish will be removed off site after the booking
☐ Additional bins will be hired. Bin hire form attached.
☐ Clean up will be undertaken at the conclusion of the booking.

At least 1 choice must be selected.

Bin Hire Form

Attach a file:

Vehicle and Gate Access

Are you requesting vehicle access on the reserve? *

☐ Yes ☐ No

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If yes, please explain why vehicle access is required. Please also submit a site map indicating the path of access at the end of the application.

Parking - For bookings with more than 100 people attending

If your booking has more than 100 people expected to attend, then you may be required to provide details on how you will manage parking. There is limited parking at the City's reserves. To ensure that the booking doesn't impact on local residents, other users of the reserve or neighbouring facilities, please provide proposed parking arrangements. You may wish to provide a parking plan (this maybe required in some case before approval is granted).

Proposed Parking Arrangements

Parking Plan

Attach a file:

Toilets and Onsite Facilities

There are limited numbers of public toilets available at most of the City's active reserves. We recommend that you attend the proposed reserve in advance to ensure the facilities are sufficient for your booking.

If a key is required to access onsite toilets, instructions on how to access toilets will be issued once a confirmed booking is made.

Have you checked whether there are sufficient toilets at the reserve? *

☐ Yes ☐ No

Will portable toilets be needed? *

☐ Yes ☐ No ☐ Unsure

If yes, please mark the proposed location for portable toilets on the site map.

Structures

Please provide details of any structures to be used during the event (such as marquees, tents, bouncy castles). Please note, [Building Approval](#) may be required for temporary structures used on Council land. For more information about Building Approvals and conditions, please contact Building Services on 08 9364 0111.

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Structure Type	Structure Size	Number of each type of Structure	Will an external contractor be employed to install the Structure?
	Please provide an estimated size if unsure.		If a contractor is employed, please attach a Certificate of Currency below.

Entertainment

Please provide details of any entertainment services to be included in the event (such as animal farms, stallholders, performers). Please note, further approvals may be required.

Entertainment Type	Add further information:	Will an external contractor be employed to provide/install the service?
		If a contractor is employed, please attach a Certificate of Currency below.

Equipment

Please provide details of any equipment to be included in the event (such as generators, speakers, etc). Please note, further approvals may be required.

Indicate any equipment to be used during the event:	Add further information:	Will an external contractor be employed to provide/install the service?
		If a contractor is employed, please attach a Certificate of Currency below.

Certificate of Currency - External Contractors

If the applicant contracts a third party (caterers, bouncy castle operators, etc) to operate on the City's land, a copy of the contractor's Certificate of Currency for Public Liability insurance should be included with this application. Please attach below.

Contractor's Certificate of Currency

Attach a file:

Max 25mb

Site Map

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Please include a site map clearly marking the proposed location for any activities (bouncy castles, animal farms, marquees etc).

Site Map *

Attach a file:

Max 25mb