

# City of Melville 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. **We recommend that you contact our Customer Service team on 1300 635 845 to enquire about ground availability before lodging a booking application.**

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.

It the responsibility of all applicant to comply with and maintain compliance with the directives issued by the State and Federal Governments in relation to Covid 19. 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.

Regular review of the State Governments COVID-19 coronavirus: Community advice web site ([Click Here](#)).

**The application should be submitted no less than 10 business working days prior to 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

\*

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☐ Yes

☐ No

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

## Contact Details

\* indicates a required field

### Privacy Notice

**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

#### Name \*

☐ Individual

☐ Organisation

Organisation Name

Title

First Name

Last Name

#### Position (Individual's role in Organisation)

#### Address \*

Address

Suburb

State

Postcode

Must be Address Line 1, Suburb/Town, State/Province, and Postcode are required..

#### Email \*

Must be an email address.

#### Phone Number \*

Must be an Australian phone number.  
Please include the area code.

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

☐ School

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- ☐ 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

Please provide information about the Booking. If the function is open to the public and/ or advertised, the City classes this kind of booking as an Event. Please refer to the [City's website](#) and lodge an [Events Application](#).

If you are unsure about which application applies, please consult the Customer Relations team or the Bookings Officer on 08 9364 0611.

#### Whats is the booking for? \*

- |  |  |                                      |  |  |                              |
|--|--|--------------------------------------|--|--|------------------------------|
| <input type="radio"/> Wedding Ceremony | <input type="radio"/> Private function | <input type="radio"/> Birthday Party | <input type="radio"/> School Carnivals | <input type="radio"/> Sporting Activity (including school sports that is not a carnival) | <input type="radio"/> Other: |
|--|--|--------------------------------------|--|--|------------------------------|

#### Name/ Type of Booking:

#### Please describe the planned activities: \*

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**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.

## Confirm Birthday Party Age

The City does not permit Birthday Parties for 18 to 21 in any of it's venuse. Please advise the age for the Birthday Party.

**Birthday Age**

☐ Other:

☐ Over 22 years old

## 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.

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**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
- ☐ Food will be supplied by the event organiser for a fee
- ☐ External contractor/s will be selling food onsite
- ☐ 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.
- ☐ Other:

- ☐ Clean up will be undertaken at the conclusion of the booking.

At least 1 choice must be selected.

**Bin Hire Form**

Attach a file:

## Alcohol

For more information regarding alcohol license types within the City of Melville, please see the [City's website](#) or consult the Bookings Officer on 08 9364 0611

**Is alcohol included in the event? \***

- ☐ The event will be Alcohol Free
- ☐ Alcohol (BYO only)

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- ☐ Alcohol (will be sold or supplied)
- ☐ Drink (other than alcohol will be sold/supplied)

### Liquor Licenses

- ☐ The event organiser will seek an Occasional License for a one-off event\*

### Licensed Areas

**\*Please provide details (name of permit holder, licensed area and times) of the Liquor License to be used: \***

### **\*Map of Licensed Area \***

Attach a file:

If you are requesting an extension of a licensed area or your event includes an area for alcohol consumption, a map detailing the area must be attached.

### Vehicle and Gate Access

Some bookings may request vehicle access on a reserve. Please note, vehicle access may be declined depending on the requested reserve and proposed activities.

A bond deposit will also apply. The bond is to cover any damage that may be caused to the reserve or the reticulation. Provided no damage is caused, the bond may be refunded in full after the booking.

If a reserve is required for overflow parking areas, please consult the Bookings Officer as a Traffic Management Plan and/or Parking Plan may be required.

### **Are you requesting vehicle access on the reserve? \***

- ☐ Yes ☐ No

**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.**

### **Do you require a gate key?**

- ☐ Yes ☐ No

### 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

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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 payment has been made on a confirmed booking.

**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.

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

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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 - School, Organisation or Business

If the booking is on behalf of a school, commercial business or organisation, a Certificate of Currency for Public Liability Insurance must be provided. Booking Applications for such groups without a Certificate of Currency may be rejected.

#### Attach a valid Certificate of Currency: \*

Attach a file:

Max 25mb

### 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) and/or areas for alcohol consumption.

### Site Map \*

Attach a file:

Max 25mb

## Comments and Feedback

### Additional Information

**Please add any other relevant information:**

### Bond

Any booking requesting vehicle access or permission to set up a structure on City of Melville land are charged a bond . Providing the area is left undamaged and clean at the conclusion of the booking, the bond will be refunded. The bond refund will either be via EFT (electronic fund transfer).

The City does not take any responsibility if incorrect details are provided.

### Bank Account

Account Name

BSB Number

Account Number

Must be a valid Australian bank account format.

## Applicant Feedback

You are nearing the end of the application process. Before you review your application and click the **SUBMIT** button please take a few moments to provide some feedback.

**Please indicate how you found the online application process:**

☐ Very easy    ☐ Easy    ☐ Neutral    ☐ Difficult    ☐ Very difficult


**How many minutes in total did it take you to complete this application?**

Estimate in minutes i.e. 1 hour = 60 minutes

**Please provide us with your suggestions about any improvements and/or additions to the application process/form that you think we need to consider.**

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### Applicant Feedback

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[Booking Survey Link](#)