

In person: 104 Hovell St, Wodonga, VIC 3690**Phone:** (02) 6022 9300**Post:** PO Box 923, Wodonga, VIC 3689 **Fax:** (02) 6022 9322**Email:** info@wodonga.vic.gov.au**Please visit wodonga.vic.gov.au for applicable fees and charges or phone Customer Focus on (02) 6022 9300.**

Club information	Name:
	Organisation:
	Is your organisation located in Wodonga? Yes No <i>(please refer to fees and charges before completing)</i>
Booking details	Booking number:
	Activity type:
	Venue:
	Contact person name:
	Contact person number:
	Date of activity:
	Times required - Start: Finish: <i>(Time allocated needs to include time required for set-up and pack-up as this is the time that the facility will need to be unlocked and locked by)</i>
	Number of attendees:
	Do you have public liability insurance? Yes No <i>If yes, please attach a copy. If no, please refer to conditions of use</i>
	Do you require any access into sporting pavilions? Yes No Toilets only <i>Please refer to conditions of use - pavilion usage</i>
	Do you require access to canteen facilities? <i>Please refer to conditions of use - canteen facilities</i>
	Do you require access to lights?
	Do you require power? Yes No
	Do you require additional bins? Yes No
Do you require gate access (<i>Emergency vehicles only</i>)? Yes No	
Agreement Remember it is against the law to provide false or misleading information, which could result in a fine.	I agree to abide by all the conditions of use of the council facilities and schedule charges
	Name:
	Organisation:
	Position:
	Unit number: Street number: Street name:
	Suburb: State: Post code:
	Phone (work): Mobile:
	Email address:
	Signature:
	Date:

Please return your completed **application form** and **supporting documentation** to the council's recreation unit at the address below.**Enquiries:** Recreation officer on (02) 6022 9300 or info@wodonga.vic.gov.au**Deliver to:**Wodonga Council's recreation officer,
104 Hovell St,
Wodonga,
VIC 3690**OR****Post to:**Recreation officer
Wodonga Council,
PO Box 923,
Wodonga,
VIC 3689

Sports grounds booking conditions of use

Bookings:

Complete and return this reserves booking form within 14 calendar days. Confirmation of booking will be acknowledged via a signed approval letter and bookings should not be considered confirmed until this letter is received.

Insurance:

Public liability insurance will be required for organised commercial, community and private activities. The council will require evidence of your current policy (please attach).

PLEASE NOTE: Short-term insurance cover may be available to purchase through the council. Please contact the risk management adviser on (02) 6022 9300 to discuss such cover.

Indemnity:

The user agrees to indemnify and keep indemnified the council, its servants and agents and each of the them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them or any of them arising from the user's performance or purported performance of its obligations under this user agreement and be directly related to the negligent acts, errors or omission of the user. The user's liability to indemnify the council shall be reduced proportionally to the extent that any act or omission of the council, its servants or agents, contributed to the loss of liability.

Keys:

Keys are required for council reserves, sporting pavilions, barbecue areas, training lights and areas requiring power. Keys can be collected from the council's office at 104 Hovell St, Wodonga. Please phone reception on (02) 6022 9300 to arrange. Keys are to be returned to the office on the first working day after the event.

Pavillion usage:

The user will ensure rubbish is removed and change room floors swept. Charges may be applied if the facility is left untidy or in an inappropriate condition.

Canteen facilities:

If the user requires access to canteen facilities it must be stated on the application.

Damage:

The user will take steps to ensure activity or event patrons will not cause damage or defacement to reserves or site equipment. Failure to adhere to the above will result in charges to restore the facility to an appropriate condition.

Council access/limit of use:

Authorised council officers are entitled to access all parks/reserves regardless of bookings. The user must comply with all local laws, *Liquor Licence regulations, Environmental Protection Act, Health Act* or any regulations for the care, protection and management of the facility used.

Litter:

Litter generated shall be removed from the site immediately after the event. If more bins are required or rubbish is required to be collected please contact the council on (02) 6022 9300 to discuss. A charge of \$10 per bin, recycled or garbage will be on charged to your organisation. If the site is left unclean charges may be applied to due to cleaning costs.

Mowing:

Sportsgrounds are mowed on a weekly basis. For additional or specific mowing requirements, please contact the council's recreation team on (02) 6022 9300, or recreation@wodonga.vic.gov.au

Sport safety:

The user is responsible for inspecting grounds prior to activities and managing the safety of participants. Goal post padding and club equipment may be arranged and coordinated by contacting the council's recreation unit on (02) 6022 9300. Goal post padding must be used when participating in netball, rugby league and Australian rules football activities.

Vehicles:

Casual users shall observe all council regulations and ensure that vehicles are not driven or parked on areas designated by the council as not for traffic.

Supervision:

The user must be at the reserve at all times during the booking period and must provide a proper number of competent attendants and supervisors to ensure the efficient supervision and safety of people within the reserve and associated facilities.

Emergency contact:

After hours emergency contact can be made by phoning the council's after hours number on (02) 6022 9300.

Sale of food and beverages:

The *Victorian Food Act* requires that any person, group or business that sells food or beverages (including alcohol) must be registered with the council under the *Food Act 1984*, prior to selling the food. If it is intended to sell food or beverages at the event, then contact must be made with the council's environmental health team (prior to the event) on (02) 6022 9300. The environmental health team will advise on what application forms are required to be completed and will provide the user with food safety information and advice on all legislative requirements.

Racecourse booking:

No access is permitted at the racecourse football ovals prior to 10.30am on weekdays and Saturdays.

Personal and or health information collected by the council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by the council for these purposes and or directly related purposes. The council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to council for access to and/or amendment of the information. Request for access and or correction should be made to the council's privacy officer.