RESERVES BOOKING FORM
WINDSOR COMMUNITY PRECINCT

THE HIRER IS RESPONSIBLE FOR SOURCING AND FUNDING ALL PERMITS THAT ARE REQUIRED TO ACCOMPANY THIS APPLICATION

FACILITY

Windsor Park	☐ # of Games -	# of Changerooms – Windsor Park	☐
Olympic #1	☐ # of Games -	#of Changerooms – Soccer Centre	☐
Olympic #2	☐ # of Games -	# of Changerooms – Soccer Centre	☐
Cricket #1	☐ # of Games -	# of Changerooms – Windsor Park	☐
LCS/WTC Joint Oval	☐ # of Games -	# of Changerooms – Soccer Centre	☐
Cricket #2	☐ # of Games -	Amphitheatre	☐
Junior #1	☐ # of Games -	Taster area (near gym)	☐

Tamar Function Centre ☐ Timekeepers Box ☐ Coaches Box ☐ Scorers Box ☐

Kiosk ☐ Long Jump Pits ☐ Orienteering Grounds ☐ Cross Country Trails ☐

Other *(please specify)* .....

CONTACT INFORMATION

Hirer/Club/Organisation

Junior ☐ Senior ☐ School ☐ Community Group ☐ Government ☐ Private ☐

Address for account

Post Code

Contact name (Required)

Phone (Mobile) (Other)

Email

BOOKING DETAILS

Event Description

Day(s) required ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Date(s) required Start date SELECT End date SELECT

Time(s) required Start time End time

Estimated attendance

Hours during which event/s will be conducted

Time access required to site

Estimated time site will be vacated

PUBLIC LIABILITY – CERTIFICATE OF CURRENCY

Certificate of Currency attached ☐ Previously supplied ☐

Purchase West Tamar Council blanket public liability insurance* ☐ Alcohol served at event ☐ No alcohol

**West Tamar Council public liability is not available for sporting activities or sporting events*

PAYMENT OPTIONS

☐ Invoice ☐ Purchase Order

☐ EFTPOS/Credit card ☐ Other (please detail) .....

Full fees and charges can be found on Council's website https://www.wtc.tas.gov.au/rates-fees-charges

BOND

By completing this form, you agree to West Tamar Council collecting a Bond if required via your nominated method as detailed above for any breaches to the terms and conditions listed, or for any additional damage or costs associated with the use of the facility during the hire period.

Windsor Community Precinct
Health, Sport & Recreation

RESERVES BOOKING FORM
WINDSOR COMMUNITY PRECINCT

FOOD

Will food be sold? ☐ No ☐ Yes *You **must** contact the Councils Environmental health department on (03)6323 9300*

ALCOHOL

Will alcohol be consumed? ☐ No ☐ Yes *You must initial the Authority to consume Alcohol and Conditions of Use acknowledgement below*

Will alcohol be sold? ☐ No ☐ Yes *Permit **must** be obtained from the Licensing Commission*

AUTHORITY TO CONSUME ALCOHOL AND CONDITIONS OF USE

West Tamar Council observes the Principals of Responsible Service of Alcohol Program at all its venues and advises conditions of the program must be adhered to, including:

- Not allow the provisions of liquor to any persons under the age of 18 years (*Sections 70-77 Liquor Licensing Act 1990*)
- Provide low alcohol refreshments
- Provide non-alcoholic refreshments
- Provide food during the period of hire
- Discourage drink driving
- Discourage intoxication
- Respect the community and neighbours and leave quietly
- No Alcohol to the consumed outside designated areas

Acknowledge/initial _____

RUBBISH

Do you require additional rubbish containers? ☐ No ☐ Yes - *Estimated number* .....

WATER

Do you require access to water? ☐ No ☐ Yes *Contact Reserves on (03)6323 9214 (72 hours' notice required)*

POWER

Do you require access to power? ☐ No ☐ Yes *Contact Reserves on (03)6323 9214 (72 hours' notice required)*

PLACE OF ASSEMBLY

A Place of Assembly Licence is required if your event will have over 1000 attendees for a period of 2 hours or more. You will need to contact the West Tamar Councils Environmental Health Department in (03)63239300.

TENTS/MARQUEES/SHELTERS

Will you be erecting tents/marquees or shelters? ☐ No ☐ Yes

Provide details of each size*

*Subject to the size of each shelter, an application for Temporary Occupancy Permit may be required as the Building Act 2000 (FORM5). Please call the West Tamar Council on 63239315

TRAFFIC MANAGEMENT

If you require the closure of roads for your event, please contact the West Tamar Council on 63239300.

RESERVES BOOKING FORM
WINDSOR COMMUNITY PRECINCT

PLAYING SURFACE CONDITION (if applicable)

I acknowledge that:

- The use of portable soccer goal posts must comply with the Standards Australia Handbook (HB 227-2003), and
- Ground Suitability Forms must be completed prior to each training/match day game to ensure that the ground is safe for the activity.

Acknowledge/initial _____

ACKNOWLEDGEMENT

I undertake that I will at all times in the future indemnify the Council and their agents, servants and employees and keep them indemnified against all actions, liabilities proceedings, claims and expenses in respect of any injury or damage suffered by myself or any person present at my invitation or my knowledge, permission or authority arising or out of connected with the use of the facility. Without limiting the generality of this indemnity, I accept that it includes breaches of duty by the occupier of the facility or any other duties imposed by law upon the Council and its agents, servants or employees in respect of the reserves and the presence of my group at the reserve.

I _____, acknowledge that I have read and accepted the conditions of hire for West Tamar Council facilities.

Signed		Date	

COMPLETING YOUR FORM/APPLICATION OR FOR FURTHER ASSISTANCE

Your application will be assessed on receipt of this completed form and supporting information

Please return your form via one of the methods outlined below.

Post	Community Services West Tamar Council PO BOX 16 RIVERSIDE TAS 7250
Email	wtc@wtc.tas.gov.au
Visit	Windsor Community Precinct 1 Windsor Drive RIVERSIDE TAS 7250
Phone	(03) 6323 9200 for further assistance

TERMS AND CONDITIONS

THE HIRER

- Upon request the hirer must produce permits to an authorised person
- The Council reserves the right not to accept the hire application or to cancel the booking at any time
- The hirer is required to provide a copy of Public Liability Certificate of Currency
- No alcohol to be consumes on the premises unless permission in writing is obtained from Council. If alcohol is to be sold a liquor licence must be obtained
- A hirer shall conform to and obey all reasonable directions given by the authorised person in regard to the use of the reserve
- A police officer or authorised person shall have access to the reserve at any time, notwithstanding hiring
- Any hirer not complying with the previsions of these conditions, the conditions of any permits associated with this booking, or in any way misconducts themselves may be removed for the reserve by an authorised person or police officer
- Council takes no responsibility for the property of any hirer whilst at the reserve
- All vehicles admitted to the property are the driven and parked so that no damage is caused to buildings or grounds
- Any motor vehicle driven or parked in the confines of the ground is entirely at the owners own risk and no responsibility is accepted by Council for any theft or damage
- Rubbish and recycling must be placed in the bins provided

- Hirer may be charged additional fees for not vacating the reserve at the agreed time
- Hirer must also adhere to any additional conditions that me be requires as part of this agreement as outlined below
- The hirer will abide by all ground closures
- Should the ground/s be closed for any reason, and West Tamar Council are not able to relocate to a mutually agreeable location suitable for purpose, West Tamar Council will not charge for ground usage. Weekly use only, does not apply to seasonal users (licence agreement).
- All external electrical equipment must have a current Test and Tag certification to ensure electrical safety in the facility.

TERMS AND CONDITIONS

COUNCIL

- Prohibits sub-letting of the facility and reserves the right not to accept a hire application, change or cancel a booking at any time. All care will be given for reasonable notice of any changes
- Takes no responsibility for the property of any hirer whilst at the facility, nor left at the facility
- Advises that any motor vehicle driven or parked in the confines of the facility is entirely at the owner's risk and no responsibility is accepted by the Council for any theft or damage

EMERGENCY CONTACTS

DIAL 000 FOR POLICE, AMBULANCE OR FIRE BRIGADE	COUNCIL AFTER HOURS EMERGENCIES 1300 153 153