



# APPLICATION FOR CASUAL HIRE OF COUNCIL RESERVES PARKS, GARDENS & SPORTSGROUNDS

## APPLICANT INFORMATION

The Applicant/Organisation

ABN or ACN

Postal address

Suburb

Postcode

Type of organisation  Private  Commercial  Non-Profit Organisation (attach evidence)

Have you received a Council grant for use of this facility?  Yes  No

If yes, please provide grant number

May we give your details to the public if enquiries are received?  Yes  No

Name of primary contact

Given

Surname

Position

Telephone

Business

Mobile

Email

## BOOKING DETAILS

Organised Sport

Private Activity  
(max 100 people)

Wedding Ceremony  
(max 100 people)

Sportsground requested:

Como Park North

Malvern Gardens

Thomas Oval

Central Park

Central Park

Victoria Gardens

Malvern Gardens

Ardrie Park

Glen Iris Park

Ardrie Park

\*Community Events including static car displays are subject to a separate application. Please contact council on 8290 1333 for further information.

Date of activity

Times Required

Start time including set-up)

am/pm

Finish time (including pack-up)

am/pm

Description of activity

Number of Participants

## EQUIPMENT

Please list the equipment you intend to set up and/or use in the park on the day

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

## INSURANCE

It is a requirement of the Council that public liability insurance is in place for the booking.

- I would like Council to arrange insurance for me  
 I will arrange insurance and provide Council with a copy of the relevant Certificate of Currency at least 14 days prior to the event

## AGREEMENT

The conditions of hire included with this application apply to any booking made upon acceptance of this application. Please ensure you read carefully before signing.

I/We, \_\_\_\_\_ in my/our position as \_\_\_\_\_

confirm that I am/we are over the age of 18 years, am/are authorised to make this application and undertake to ensure that the hirer complies with its/his/her obligations under the Conditions of Hire.

I/We confirm the truth and accuracy of all details provided in this application and acknowledge that the area to which this application applies is restricted to the area nominated in this application.

I/We further acknowledge that the Council shall be entitled to recover such charges from the hirer in accordance with the conditions of hire.

I/We acknowledge receipt of the conditions of hire and agree to the terms and conditions stated therein.

I/We further undertake to be responsible for ensuring that all individuals or groups using the venue in association with this application shall comply with the conditions.

I/we agree to the terms stated above  Yes  No

Signature \_\_\_\_\_

Date \_\_\_\_\_

## PRIVACY AND DATA PROTECTION ACT 2014

The information provided as part of this form will be used by the City of Stonnington to assist in the provision, planning and development of venues and facilities for hire within the municipality. Information provided by you will only be used for the purpose for which it was collected. The information provided will not be disclosed to any outside organisation or third party. Individuals about whom 'personal information' is provided in the application may apply to the City of Stonnington's Privacy Officer on telephone 8290 1333 for access to or correction of information.

## ATTACHMENTS

- Deposit / Security Bond  
 Certificate of Incorporation/ proof of non for profit status  
 Public Liability Insurance /Certificate of Currency  
 Risk Management Plan

**Application for Hire of Council Reserves Parks,  
Gardens & Sportsgrounds**

CITY OF STONNINGTON

PO Box 58 Malvern, Victoria 3144

T: 03 8290 1333

E: recreationservices@stonnington.vic.gov.au