



Please return this completed application to Glenorchy City Council at 374 Main Road, Glenorchy or by email to: [gccmail@gcc.tas.gov.au](mailto:gccmail@gcc.tas.gov.au). Council's current Schedule of Fees and Charges can be viewed at [www.gcc.tas.gov.au](http://www.gcc.tas.gov.au). Please note this application will not be processed unless all details are completed.

ORGANISATION:	<input type="text"/>
CONTACT PERSON:	<input type="text"/>
TELEPHONE:	<input type="text"/>
2ND CONTACT:	<input type="text"/>
2ND TELEPHONE:	<input type="text"/>
EMAIL:	<input type="text"/>
ADDRESS:	<input type="text"/>
ABN:	<input type="text"/>

To complete your application please ensure you provide the following:

- A copy of 'Certificate of Currency' for public liability insurance (minimum cover \$20M);
- A completed booking details sheet (see attached); and
- This application form signed by an authorised person.

By lodging this Application, the below, signed by or on behalf of the applicant by its Authorised Officer for their Club/Association/Group acknowledges that they have read and agree to Glenorchy City Council's Terms and Conditions of Hire contained within.

NAME:	<input type="text"/>
POSITION HELD:	<input type="text"/>
ON BEHALF OF:	<input type="text"/>
SIGNATURE:	<input type="text"/>
DATE:	<input type="text"/>



**DETAILS**

SPORTSGROUND:

ACTIVITY:

SEASONAL/CASUAL:

NO. OF PLAYERS:

SENIOR/JUNIOR:

KEY REQUIRED\*:  YES /  NO *\*Key Bond will apply*

**USAGE**

DAY:	DATE:	TIME FROM:	TIME TO:	FIXTURE/TRAINING OR EVENTS:
MONDAY:	<input type="text"/>	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>
TUESDAY:	<input type="text"/>	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>
WEDNESDAY:	<input type="text"/>	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>
THURSDAY:	<input type="text"/>	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>
FRIDAY:	<input type="text"/>	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>
SATURDAY:	<input type="text"/>	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>
SUNDAY:	<input type="text"/>	<input type="text"/> am/pm	<input type="text"/> am/pm	<input type="text"/>

**COUNCIL USE ONLY**

APPROVED/REFUSED:

SIGNED BY (GCC):

HIRE CHARGE:

KEY DETAILS:

DATE INVOICE SENT:



By applying to hire Glenorchy City Council (GCC) sportsgrounds and related facilities (“the Venue”), the Applicant referred to as “You” or the “Hirer” hereby accepts and agrees to abide by the following Terms and Conditions if your application to hire the Venue is approved:

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## 1. PAYMENT

- 1.1 You must pay a hire fee prior to the venue being used. Details of GCC’s current fees can be found at [www.gcc.tas.gov.au](http://www.gcc.tas.gov.au) or are available on request. A tax invoice will be issued on or before the end of each month or season as agreed with GCC. Invoices must be paid in full within 30 days unless other arrangements have been made with GCC in writing. Any use of a Venue or GCC facility without an authorised booking will incur an invoice for the ground hire rate plus a surcharge. Credits for non-use of the Venue or facility will not be issued once an invoice has been raised.
- 1.2 All fees owing to GCC must be paid by the due date, as specified on each invoice received. Interest may be charged on overdue invoices as determined in accordance with section 128(2) of the Local Government Act 1993. GCC reserves the right to lodge overdue invoices with a collection agency to recover the debt. Collection and legal costs incurred by the GCC in the recovery of fees will be paid by the Hirer.
- 1.3 Casual and other hirers will be charged in accordance with GCC fees and charges for the non-return of keys within seven (7) days of use.
- 1.4 Seasonal Hire: A key bond of may be charged as part of seasonal tenancy hire.

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## 2. CANCELLATION/CLOSURE

- 2.1 GCC must be informed of all cancellations in writing.
- 2.2 A refund will not be issued if the booking is cancelled within seven (7) days of the nominated event.
- 2.3 All bookings are subject to cancellation by GCC, if in its opinion the Venue is unfit for use including if GCC considers the impact of weather will result in the Venue being damaged to an unacceptable degree. In these circumstances the Hirer will be notified of the closure as soon as possible.
- 2.4 Refunds will not be issued to seasonal Hirers receiving a discount if the sportsground is closed due to inclement weather. For casual Hirers, refunds will be issued for non-use when the Venue is closed by the GCC.
- 2.5 GCC in its discretion may, at any time and on notice to you cancel the agreement to hire the Venue if You have consistently or seriously breached any permit condition. Alternatively, it may require payment of a bond to secure ongoing obligations under agreement to Hire.

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## 3. YOUR OBLIGATIONS

- 3.1 **Pre-checking of grounds and facilities:** Before each use You or another responsible person or persons must physically inspect the whole surface of the Venue for things which may cause injury such as surface conditions, glass etc. Such things are at your risk alone and You are responsible for their removal so far as possible. Each inspection must be documented and records kept for production if required. You must also notify Council on the next business day if you find any such thing.
- 3.2 **Fire Safety:** You must comply with all fire safety notices including evacuation plans.
- 3.3 **Liquor:** You must not allow any liquor or alcohol to be sold, supplied or brought into the ground or facility without GCC’s prior approval and without the Hirer having obtained the necessary liquor licence.
- 3.4 **Food:** Food or beverages are not to be prepared, cooked, sold or given away at any ground or facility without first meeting requirements under the *Food Act 2003* and the appropriate approvals being obtained.
- 3.5 **Equipment:** Equipment is not to be stored in change rooms without prior permission. Damage or loss to anything stored in the change rooms is at the Hirer’s risk.

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## 4. CLEANING AND MAINTENANCE

- 4.1 It is the responsibility of the Hirer to ensure the Venue is left in the same condition at the conclusion of the hire. All waste is to be collected immediately after the event and placed in the rubbish bins provided.
- 4.2 GCC is able to provide additional bins at the Hirers expense. These should be requested at the time of the Booking Application. Change rooms are to be cleared of all waste immediately and left in a clean and tidy condition.
- 4.3 Goal post padding and soccer nets must be removed and stored at the end of each session.
- 4.4 All pegs used to secure nets etc. are to be fully removed from sportsground surface at the end of each session. If this task is not completed the Hirer will be liable for any damage that has resulted to equipment delivering sportsground maintenance programs.
- 4.5 The GCC may undertake inspections to ensure a Venue has been left clean and tidy. An additional charge will be incurred by the Hirer if GCC undertakes additional cleaning or waste removal as a result of non-compliance.

4.6 The Hirer must use all reasonable endeavours to ensure any spectators, guests or players are safe at all times and do not do anything to create a nuisance to any surrounding properties, including but not limited to ensuring appropriate behaviour and waste management protocols.

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## 5. SECURITY AND KEYS

- 5.1 The Hirer is responsible for safe keeping of any allocated keys. Unauthorised use or copying of keys will result in future bookings being terminated.
  - 5.2 Keys are signed out to the Hirer and are not to be distributed to any other person without permission from the GCC.
  - 5.3 Hirers are to keep a register of those who have been allocated keys and this information must be provided if requested by the GCC.
  - 5.4 It is the responsibility of the Hirer to ensure adequate measures are taken to secure all buildings and gates on vacating the Venue.
  - 5.5 The Hirer will be responsible for the safe keeping of all GCC property located within the Venue during the tenancy and shall pay the organisation any such costs for the repair or replacement of any item damaged or lost including, and without limitation, GCC buildings, fixtures, improvements and chattels.
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## 6. ACCESS BY COUNCIL OFFICIALS

- 6.1 Any authorised officer of the GCC shall at all times be entitled to free and unrestricted access to the Venue when undertaking official Council business.
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## 7. CLUB/ASSOCIATION CONTACTS

- 7.1 The GCC is to be notified *immediately* of any change to contact details of the nominated representative of the Hirer using the Venue.
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## 8. NON-COMPLIANCE AND PUBLIC LIABILITY

- 8.1 Costs resulting from damage to property managed by the GCC or callouts of personnel following non-compliance with these conditions or in any way associated with or attributed to the Hirer's use will be charged to the Hirer.
- 8.2 The Hirer is responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for all claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the Venue subject to this booking by the Hirer, or his, her, its servants, agents, employees or any person acting for or on behalf of the Hirer during the term of the booking or any extension thereof or in any way attributable directly or indirectly to the use of the Venue.
- 8.3 The Hirer hereby releases and indemnifies and will keep indemnified GCC against all damages, claims, costs, actions and demands aforesaid provided that the Hirer shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees. This indemnity does not merge on expiration or termination of this Agreement or the use of the Venue ceasing.

8.4 The Hirer must provide to GCC, prior to a booking being confirmed, a Certificate of Currency for public liability insurance satisfactory to GCC for liability for injury or death to any person or property damage and for a sum not less than twenty million dollars (\$20,000,000.00) for any one occurrence. GCC must be noted as an interested party on the policy.

8.5 Before each use the Hirer must inspect the Venue and surrounds to ensure the surface is safe and available for use and undertakes its own risk and decision to proceed with any activity at the Venue. Should the Venue be deemed unsafe for play for any reason it is the responsibility of the Hirer to cancel the inform GCC.

8.6 Each Venue inspection must be documented and records kept by the Hirer for viewing by the GCC if required.

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## 9. GENERAL

9.1 All sportsground and Venue lighting is programmed automatically. Hirers are not to manually adjust lighting under any circumstances.

9.2 GCC may restrict activities on the Venue and Hirers must abide by any directions given by GCC at any time.

9.3 Hirers must not remove barriers used to section off any part of the Venue unless prior approval from GCC is obtained.

9.4 No advertising material is to be displayed on any part of the Venue without written approval from the GCC.

9.5 Applications for activities at the Venue on Anzac Day will not be approved unless all events commence after 12.15pm.

9.6 All Hirers using sportsground are subject to all the relevant GCC by laws and must comply with and familiarize themselves with them.

9.7 The erection and removal of all goal structures is the responsibility of the GCC. Hirers are not to remove or alter this infrastructure at any time.

9.8 The Hirer must ensure that any electrical equipment must be tagged and tested by a qualified Electrician prior to use. Costs associated with callouts or repairs as a result of this condition not being adhered to will be invoiced to the Hirer.

9.9 Personal information is collected from You for the purpose of assessing or granting your Application. Personal information is managed in accordance with the *Personal Information Protection Act 2004* including that such information will not be disclosed to any other party, except with your permission or if required or authorised by law. You may access or amend your personal information by application to GCC.



Officials along with the designated umpire/s must visually inspect the playing field at least 30 minutes before playing time and complete this form.

SPORTSGROUND:

ACTIVITY:

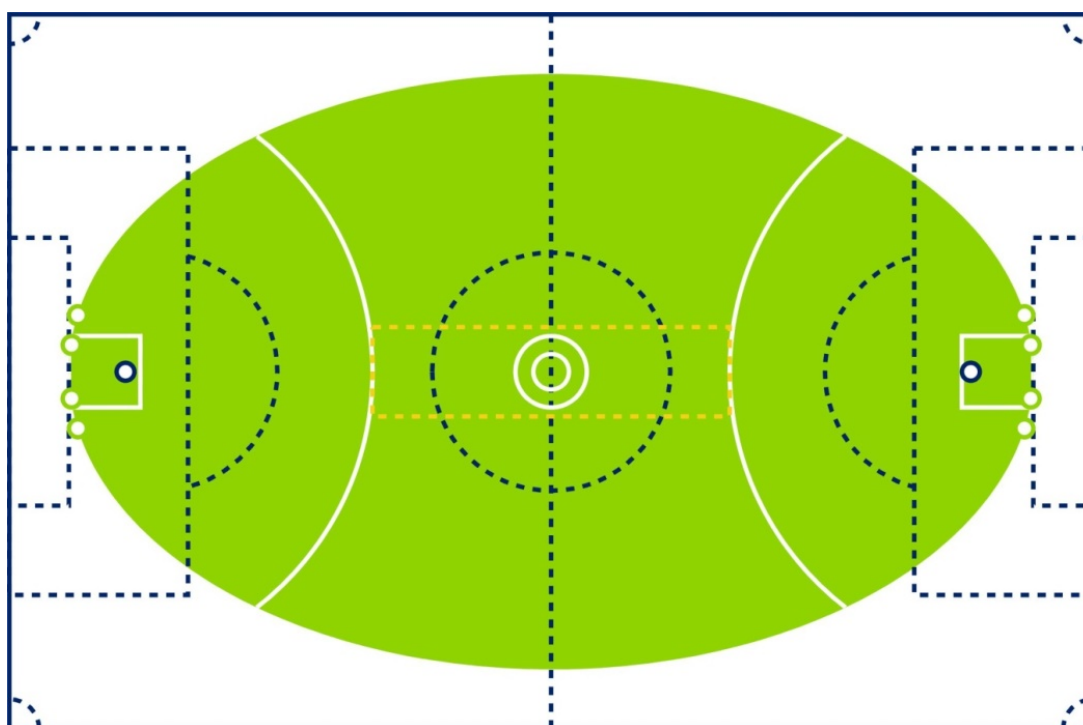
DATE/TIME:

Prior to the commencement of play, we, the undersigned, have undertaken the recommended safety check and agree that this sportsground is fit for use:

HOME TEAM:	<input type="text"/>	AWAY TEAM:	<input type="text"/>
NAME:	<input type="text"/>	NAME:	<input type="text"/>
POSITION:	<input type="text"/>	POSITION:	<input type="text"/>
SIGNATURE:	<input type="text"/>	SIGNATURE:	<input type="text"/>

Note: If there is any disagreement about the condition of the playing surface and the surrounding area being suitable for play then the designated umpires decision is final and is to be noted on this form.

**SUGGESTED COVERAGE OF AREA FOR SAFETY CHECK**



**SUGGESTED SAFETY CHECKLIST**

<b>OBSERVATIONS:</b>	<b>YES</b>	<b>NO</b>
Has the ground surface been prepared correctly for your appropriate sports code?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface free of debris (free from glass, rocks, rubbish, etc)?	<input type="checkbox"/>	<input type="checkbox"/>
Have weather conditions or water made the surface unsafe?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface in good condition (grass length, free of holes, tussocks, weeds etc)?	<input type="checkbox"/>	<input type="checkbox"/>
Have you inspected the playing surface for holes, sufficient to cause players to trip, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface cover of a sufficient height?	<input type="checkbox"/>	<input type="checkbox"/>
Has the surface been damaged by animals or machinery?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface area level between the actual pitch and the surrounds?	<input type="checkbox"/>	<input type="checkbox"/>
Is the ground too hard to play on?	<input type="checkbox"/>	<input type="checkbox"/>
In travelling from grassed to un-grassed areas is it likely to cause stability problems for players?	<input type="checkbox"/>	<input type="checkbox"/>
Are there cracks greater than 20mm in width existing?	<input type="checkbox"/>	<input type="checkbox"/>
Are sprinkler covers correctly in place?	<input type="checkbox"/>	<input type="checkbox"/>
Are ALL sprinklers level with the playing surface?	<input type="checkbox"/>	<input type="checkbox"/>
Is the perimeter fencing safe? (signs, etc) If required has fence padding been installed?	<input type="checkbox"/>	<input type="checkbox"/>
Are the weather conditions safe for the game to commence? (Lightning etc)	<input type="checkbox"/>	<input type="checkbox"/>
Is the boundary line a safe distance from the perimeter fence?	<input type="checkbox"/>	<input type="checkbox"/>
Have the goalposts been padded?	<input type="checkbox"/>	<input type="checkbox"/>
Have Light Towers and Flag Poles been positioned so as not to interfere with players or cause an injury to players?	<input type="checkbox"/>	<input type="checkbox"/>
Are the change-rooms free of debris? (free from syringes, glass, rubbish, etc)	<input type="checkbox"/>	<input type="checkbox"/>
Are there any other factors which may be dangerous to the players?	<input type="checkbox"/>	<input type="checkbox"/>

**NOTES:**

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**Safety checklist to be kept by the Hirer for viewing by GCC if required.**