



# CASUAL HIRE APPLICATION FORM

## Stirling Oval

**Council:** ADELAIDE HILLS COUNCIL – ABN 23 955 071 393

Name of Individual: .....

Position held in Club/Organisation: .....

Club/Organisation: .....

Address: .....

Telephone: (H) ..... (W) ..... (M) .....

Email: .....

*(Please note if further information is required or to confirm this booking an email will be sent to you on the address given)*

Description of Hire Activity: .....

Number of people in attendance: .....

Date required: .....

Time required: .....

**IMPORTANT INFORMATION TO NOTE:**

- **Application form is to be received by Council no later than 7 days before the intended booking date (applications received after this time may be refused as they may not be able to be processed in time)**
- **A copy of Public liability Insurance is to be attached to this application (see item 7 – General Terms and Conditions of Hire for further details). If this information is not attached the booking will be refused.**
- **Other important information regarding issuing of keys, payment of hire fee and key bond along with General Terms and Conditions of Hire are attached – please read and note before signing the application and forwarding to Council**

I declare to the best of my knowledge that the information provided in this application is accurate and correct. I will undertake to advise the Adelaide Hills Council should there be any alterations or additions to the information supplied immediately.

I have read, understand and agree to comply in all respects with the General Terms and Conditions of Hire.

SIGNED: ..... DATE: .....

or and on behalf of (if applicable): .....

## HIRE FEE SCHEDULE (as at 1/7/2018)

SESSION	
General Hire Per Session	Eg: 8am – 1pm or 1pm – 6pm
<b>Key deposit</b>	\$55.00
<b>Casual Hire</b>	Per session \$28.00
<b>PUBLIC LIABILITY INSURANCE</b>	Complimentary for “one off” Hirers. Mandatory for Regular Hires

### PLEASE NOTE:

- Please ensure you understand the Conditions of Hire before signing the Hire Agreement.
- Failure to comply with any of these conditions may **incur an additional charge.**

## CONDITIONS

1. All bookings will be charged for, whether the facility is used or not, unless notice of cancellation has been received at least 2 working days prior to the event.
2. Key Bond and hire fees are to be paid when the key is picked up from the Stirling Library Front Counter, Mt Barker Road, Stirling (no invoices will be issued for a casual hire of this facility).
3. The key for this facility will not be issued without the payment of the hire fee and key bond being received by Council.
4. The key can be collected 1 day prior to a booking – no earlier (1 key only will be available).
5. The key allocated is to be returned no later than the next working day after the booking.
6. If the key is not returned within this time frame or lost by a hirer then the key bond will be forfeited and the replacement of the locks at this facility will be charged to the hirer.
7. **Council takes no responsibility for the use or injury sustained by users of this facility and request that all clubs/organisations wanting to hire the Stirling Oval complex must have their own public liability insurance. A copy of the public liability insurance must be attached to the application for hire form, if this is not attached then the booking will be not be accepted.**
8. The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the application.
9. All hiring of this facility does not mean exclusive hire. Common areas within the clubrooms must be kept clear of any items (i.e. furniture, sporting items) and must be cleaned and left in an acceptable condition for all hirers to use at all times.
10. All people using Stirling Oval are to treat it with respect and leave it in the manner in which it is found. If it is found that the clubrooms, toilets etc are being left in an unsatisfactory condition then the hirer may be prohibited from using the facility for a period of time or indefinitely.
11. Any damage caused to the clubroom facility (i.e. window broken in clubrooms, graffiti) will be repaired by Council and on charged to the hirer of the facility at the time.
12. Council reserves the right to inspect the clubrooms at any time and may request that the appropriate hirer clean up any rubbish or mess that has not been cleaned within a given timeframe. If it is found that this request has not been followed, Council may clean it up themselves and on charge to the appropriate hirer.
13. All equipment sought to be stored on the premises must have Council approval first from the Property Section. No flammable equipment or materials are to be stored on site unless given approval first (i.e. gas bottles). All equipment being stored on the premises is done so at the risk of the hirer.
14. **The Toilet block must be locked at all times other than when in use by the hirer. Before the hirer vacates the premises they must make sure that the toilets are secure.**

15. There are to be no vehicles on the oval and no stakes are to be put in the ground because of the watering system (emergency vehicles **only** are allowed onto the oval).
16. When the playing surface is in use the sandwich board signs which are stored in the common area of the clubrooms are to be placed around the grounds to notify other patrons of the ovals use.
17. The clubroom building only has basic kitchen facilities and therefore not appropriate for hire to groups wishing to have a catered event.
18. The hire of this facility is only during daylight hours and therefore no evening hire of this facility is allowed during the cooler months (April – September) or until daylight savings finishes and starts again each year.
19. No alcohol is to be consumed on the playing surface of this facility, only within the clubrooms and the immediate surrounds of the clubrooms. No alcohol is to be sold at this facility unless the necessary Council and liquor licencing approval has been given. To apply for a limited licence through Council please contact 8408 0400.
20. This application for hire is not transferable.