

FACILITY HIRE APPLICATION FORM



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SECTION 1 - APPLICANT DETAILS

Organisation Name / Individual Hirer Name:	<input type="text"/>
Contact Person:	<input type="text"/>
Contact Phone:	<input type="text"/>
Email Address:	<input type="text"/>
Postal Address:	<input type="text"/>
ABN: (if applicable)	<input type="text"/>

SECTION 2 - EVENT DETAILS

Area/location of the Event (please mark **ALL** areas required)

Beehive	<input type="checkbox"/>	Palm Gardens	<input type="checkbox"/>	AFL Oval	<input type="checkbox"/>	Rugby Union Oval	<input type="checkbox"/>
Lakeview Hall	<input type="checkbox"/>	Wilkie Pavilion	<input type="checkbox"/>	Cricket Oval	<input type="checkbox"/>	Soccer Ovals	<input type="checkbox"/>
Lakeview Hall Playground	<input type="checkbox"/>	Indoor Arena	<input type="checkbox"/>	Dressage Arena	<input type="checkbox"/>	Webber Oval (front)	<input type="checkbox"/>
Multi-use Hall (Big Shed)	<input type="checkbox"/>	Stables	<input type="checkbox"/>	Main Arena	<input type="checkbox"/>	Webber Oval (back)	<input type="checkbox"/>
Details if 'Other':	<input type="checkbox"/>	Campgrounds	<input type="checkbox"/>	Polocrosse Fields	<input type="checkbox"/>	Other	<input type="checkbox"/>

DATE OF EVENT:	<input type="text"/>	Start - setup day and time:	<input type="text"/>	Finish - pack up day and time:	<input type="text"/>
TIME:	<input type="text"/>	Event Start:	<input type="text"/>	Event Finish:	<input type="text"/>
ACTIVITY / TYPE OF FUNCTION:	<input type="text"/>				
Name of Event: (if applicable)	<input type="text"/>				
Entry Fees: (if applicable)	<input type="text"/>				
Participants: (estimated)	Number	<input type="text"/>	Age range	<input type="text"/>	
Number of horses: (if applicable)	<input type="text"/>				

*For safety reasons Lakeview Hall will only accommodate 250 people. The Hirer must not, under any circumstances, allow this number to be exceeded.

SECTION 3 - EVENT REQUIREMENTS

Introducing Alcoholic Beverages? (Liquor Licence will be required) No Selling Consuming BYO

Introducing Food? (Food Safety Certificate will be required) No Selling Consuming BYO

No food or alcohol to be sold without approved permits / licenses.

Power Required: (fees apply) (power is not available at every facility) Yes Provide details: No

Music: (See Conditions of Hire) Yes Provide details: No

Introducing any Infrastructure?: (Marquee, sporting equipment etc.) Yes Provide details: No

Special Requirements: (eg. vehicle access, access to water, toilets etc)

Please advise presence of ALL animals and how they will be safe-guarded:

Other Comments:

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Terms & Conditions of Hire

USE OF THE FACILITY

1. The Hirer must not sub-let hired Area(s) and Freds Pass Reserve staff should always have access to those Area(s) if required.
2. The Hirer is responsible for the conduct & behavior of all persons attending their function/event/activity.
3. All charges in relation to hire must be paid in full by the due date unless prior approval has been given. The Hirer may only use the Area(s) within the times of the booking or additional costs will apply. If extra time is required for preparation purposes, you must make notification to the Freds Pass Reserve Office at least 7 days prior to your event/function/activity.
4. Special conditions may be imposed for types of events including, but not limited to additional security requirements, traffic control plans, safe work method statements and/or event safety plans.
5. The Hirer must inform Freds Pass Reserve of any fundraising activities at the function/event/activity.
6. Prior to the use of the Area(s), the Hirer is to provide details of any damage or required maintenance (e.g.: broken lights fans, etc.) before and after the function/event. This is to be reported to the Freds Pass Reserve Office.
7. The Hirer shall be responsible for any damage to fixtures, ovals, fencing, irrigation, toilets and anything within the Area(s) of hire during the period of hire and shall reimburse the Freds Pass Reserve for any repairs or replacement.
8. No vehicles are to be driven on fields/ovals without prior approval from Freds Pass Reserve.
9. No pegs, stakes or other like devices are to be driven into any ovals or ground without prior approval from Freds Pass Reserve.
10. Any damage which is not considered to be normal wear and tear will result in the forfeiture of all or part of security deposit.
11. No fire, including fire performances and ceremonies. Birthday candles are an exception and permitted within the Buildings and other Area(s) on the Freds Pass Reserve.
12. Barbeques, spits, pizza ovens and cooking appliances such as deep fryers and/or naked flames appliances are not permitted inside buildings.
13. Animals are not permitted within the Buildings except for assistance animals.
14. Decorations must not be fixed to the walls with anything that will mark, scratch, or damage the surface in any way.
15. Freds Pass Reserve does not insure any goods or equipment that is brought into the Reserve or left in the Reserve by the Hirer or their invitees. The Reserve will not compensate the Hirer for any losses of any goods or equipment or consequential losses arising out of the damage or loss of the equipment. Hirers are advised that they should obtain the appropriate insurance for their own equipment and goods.

NOISE

1. The level of noise must not inconvenience surrounding residents.
2. Music and revelry will reduce by 11:15pm and cease by midnight.

AMUSEMENTS (e.g. Jumping Castle, Juke Box, Karaoke Machine)

1. Each request will be considered on an individual basis.
2. Any equipment used by the Hirer within the Freds Pass Reserve will be the Hirer's responsibility.
3. All equipment must be removed at the end of the agreed hire period.

SMOKING & ALCOHOL

1. Smoking is not permitted within 25m of any Facility/Structure.
2. A copy of your Liquor Licence permit must be provided to the Freds Pass Reserve Office before the hire period commences if selling alcohol.

CLEANING

1. The Hirer is responsible for disposal of all waste. The Hirer shall not allow any confetti, cooking oil, fat or similar substance to be spilt upon the Area/s. All undercover areas must be cleaned of food, spillage, left-overs are to be removed and floors swept.
2. The Hirer will need to provide all cleaning amenities (mops, buckets sponges, paper towels etc.) and ensure facilities are left clean and tidy.
3. Failure to leave the area clean and tidy will result in the Hirer paying the cost of engaging contracted cleaning services.

INSURANCE

1. The Hirer shall, during the term of the hire and at the discretion of Freds Pass Reserve keep in force a policy of public liability insurance for an amount not less than \$20,000,000 in the name of the Hirer. A copy of a current Certificate of Currency is required.
2. The Hirer shall also be solely liable for and shall indemnify and keep indemnified Freds Pass Reserve.
3. Bookings for young persons MUST be supervised and managed accordingly.

ACCESS TO FACILITIES

1. Access keys for Facilities/Areas must be signed in/out at the Freds Pass Reserve Office (Open Mon – Fri 8.00am to 4.00pm) on the working day before your event. Keys are not to be copied. All keys or locks lost or damaged are to be paid for by the Hirer.
2. Keys must be returned to the Freds Pass Reserve Office on the next working day.
3. A fee applies for each day or part thereof that keys are not returned.

LEAVING THE FACILITY

1. Please ensure that all fans, lights and electrics (except fridges) have been turned off when exiting the premises. Ensure that all doors and windows are locked and secured.
2. If you have difficulties please contact the on-duty caretaker for assistance

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FEES, CHARGES & BOND

1. The balance of all hire fees must be paid within 7 days after the event/function/activity.
2. If a bond is required, it is to be paid no later than 7 days before the event/function/activity.
3. Fees apply from the time the Hirer gains the access to the facility until the time the booking is completed.
4. Freds Pass Reserve reserves the right, if necessary, to refuse a booking, cancel a booking and/or refund the hiring fees. If this action is taken Freds Pass Reserve will not be liable for any loss or damage.
5. Bond refund will occur by electronic funds transfer (EFT) to the account details provided by the Hirer within 14 days after the event/function.
6. If there is any damage to the hired area/facility and additional cleaning is required, Freds Pass Reserve will retain that portion of the bond to recover these costs and you may be charged for any additional costs.

CANCELLATIONS/CHANGES TO BOOKINGS

1. Requests for a booking cancellation must be forwarded by the Hirer to the Freds Pass Reserve Office at least 7 days prior to their proposed event/booking date.
2. The Hirer will forfeit all hire fees paid if notification is given less than 7 days prior to booking date.
3. In the case of an emergency, Freds Pass Reserve have the right to either cancel a booking, provide an alternative facility or offer a full refund of the fees/deposit.
4. At least 14 days' notice must be provided for booking changes. An administration fee may be charged for second and each subsequent change.

METHODS OF PAYMENTS

1. Direct Deposit to:
Bendigo Bank
Freds Pass Reserve
BSB: 633-000
Account No: 147 215 859

I/We have read and will comply to the Terms and Conditions in this hire agreement. All information provided is true and correct in the agreement.

YOU CAN DIGITALLY SIGN THIS FORM BY USING THE 'ADD A DIGITAL SIGNATURE' IN ADOBE ACROBAT READER DC

Name:

Signature:

Date:

Privacy Statement

The information collected in this form is for the purpose of arranging access and use of facilities at Freds Pass Reserve. The information on this form will only be used for the purpose for which you provided it. Freds Pass Reserve will not disclose your details to any other persons or organisations without your written consent.

Office Use Only	Invoice No:	
	Bond Required:	Date:
	Liquor Licence Required:	Yes / No
	Food Permit Required:	Yes / No – Permit #
	Security Management Plan required:	Yes / No
	Public Liability Insurance	Yes / No – Policy #
Office Notes		