



# Whitehorse Council Community Facilities

## APPLICATION FORM (Casual Use)

Community groups interested in using Whitehorse Council's Community Facilities (pavilions) must read "*Whitehorse Council Community Facilities – Conditions of Hire*" before completing this form.

These multi-purpose facilities are used by multiple tenant sporting clubs. The facilities are available for community groups to book between 9:00am and 3:00pm Monday to Friday. Subject to use by the tenant sporting clubs, the facilities may be available to book outside these times.

Completed Application Forms should be sent to:

Leisure and Recreation Services Administration Team  
C/- Whitehorse City Council  
Locked Bag 2  
NUNAWADING VIC 3131  
or email [lars.admin@whitehorse.vic.gov.au](mailto:lars.admin@whitehorse.vic.gov.au)

Council will assess applications based on the criteria outlined below and will make an offer to suitable community groups. Offers to use the Community Facility will be made solely at Council's discretion.

Your community organisation should:

- Be based in the City of Whitehorse
- Provide recreation programs, services and activities to the Whitehorse community
- Be not-for-profit
- Be incorporated or auspiced by an incorporated organisation (proof to be provided ie incorporation certificate)
- Have public liability insurance to the value of \$20 million or be covered by an auspicating body (proof to be provided ie Certificate of Currency)
- Ensure the proposed use of the facility complies with the Whitehorse Planning Scheme - <http://www.whitehorse.vic.gov.au/Whitehorse-Planning-Scheme.html>

**CONSIDERATION** will be given to community organisations that do not operate in Whitehorse but can demonstrate their organisation will add value to the City of Whitehorse with new recreation activities.

**THE FACILITY IS NOT AVAILABLE TO** programs or services that are required to comply with the National Education and Care Services Law Act (2010) and Regulations (2011) or Children's Services Act 1996 and Regulations 2009.

**ENQUIRIES** - Phone Council's Leisure and Recreation Services Administration Team on 9262 6371.



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### SECTION 1 – NAME OF FACILITY *(Please tick which facility you wish to hire)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bennettswood Pavilion        | <input type="checkbox"/> Elgar Park Pavilion North | <input type="checkbox"/> Elgar Park Pavilion South    |
| <input type="checkbox"/> Heatherdale Reserve Pavilion | <input type="checkbox"/> Kalang Park Pavilion      | <input type="checkbox"/> Livingstone Reserve Pavilion |
| <input type="checkbox"/> Mont Albert Pavilion         | <input type="checkbox"/> Morton Park Pavilion      | <input type="checkbox"/> Springfield Park Pavilion    |
| <input type="checkbox"/> Walker Park Pavilion         | <input type="checkbox"/> Wembley Park Pavilion     | <input type="checkbox"/> Terrara Park Pavilion        |

### SECTION 2 – CONTACT DETAILS

Organisation name: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Weblink: \_\_\_\_\_

Contact: First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Position / Job Title: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone (BH) \_\_\_\_\_ (AH) \_\_\_\_\_

(Mobile) \_\_\_\_\_

### SECTION 3 – BOOKING DETAILS *(Please tell us more about your regular use)*

Name of Program / Activity: \_\_\_\_\_

**Day/s of Booking:**       Monday     Tuesday     Wednesday     Thursday     Friday

Date/s: \_\_\_\_\_

Time (including set up & clean up):    Start \_\_\_\_\_    End \_\_\_\_\_

Expected number of people: \_\_\_\_\_

Please describe any form of electrical amplified sound you will use (eg. stereo, radio, television, public address system etc): \_\_\_\_\_

## SECTION 4 - DOCUMENTATION

Please attach the following documentation to support your application:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| • Copy of your organisation's Incorporation Certificate                      | <input type="checkbox"/> | <input type="checkbox"/> |
| • Copy of your current public liability insurance ie Certificate of Currency | <input type="checkbox"/> | <input type="checkbox"/> |

### DECLARATION

In submitting an Application form to use the Community Facility, the Hirer accepts that they are liable for the payment of hire fees for the building. It is agreed and understood that the payment of the hire fees will be made in accordance with the conditions as described in the "Whitehorse Council Community Facilities - Conditions of Hire" document.

The Hirer indemnifies Council and the tenant sporting clubs from and against all actions, costs, claims, expenses and damages whatsoever which may be brought or made or claimed against Council arising out of or in relation to the use/hire of the facility in question.

The Hirer declares that it has Public Liability insurance cover of a minimum of \$20 million. The Hirer is to provide Council with a Certificate of Currency for this insurance prior to commencing use of the allocated facility, unless purchased through Council.

### Privacy Statement

The personal information requested on the Application form is being collected for the purpose of managing access to Council's buildings. The personal information will be used solely by Council for that primary purpose or directly related purpose & will not be disclosed to any other party except as required by law. If you fail to provide this information we may not be able to process your application. The applicant may access the information held by contacting the Administration Officer on 9262 6371. Please refer to Council's Information Privacy Policy for further information.

I have read and understood the "Whitehorse Council Community Facilities - Conditions of Hire" document and agree to abide by all terms and conditions as detailed in the document.

Signed on behalf of \_\_\_\_\_ (name of organisation)

by \_\_\_\_\_ (name of applicant)

\_\_\_\_\_ (position)

\_\_\_\_\_ (signature)

\_\_\_\_\_ (date)