



# Sportsground casual use

## What you need to do



### Complete the form

Make sure all sections are complete and you have supplied all supporting documents.



### Submit application

This form and supporting documents must be submitted via email below.



### Further information

We will contact you if more information is required.

## Read before starting

Please use this form to request casual use of a sportsground within the City of Port Phillip. All bookings are subject to the conditions of hire listed below and approval from Council.

### Fees

The following fees (inclusive of GST) are applicable for casual use of City of Port Phillip recreation reserves

Community or not for profit fees	Corporate or commercial fees
\$142 Sporting Ovals	\$209 Sporting Ovals
\$534 North Port Oval	\$534 North Port Oval
\$104 Pavilion hire	\$193 Pavilion hire
\$104 Elwood Park Pavilion	\$387 Elwood Park Pavilion

### Conditions of Hire

1. No vehicles are permitted to enter and/or park on the reserves.
2. Casual hirers are not permitted to line mark sporting fields. If specific line marking is essential, please contact Council's Sports and Recreation Club Development Officer.
3. No pegs or stakes may be used to erect structures. Water weights or like are recommended.
4. Marquees may not be erected unless specific permission has been granted. The siting of structures or equipment on the sportsground must be approved by Council prior to its installation.

### How to apply

Submit this form and required supporting documentation:

✉ [recreation@portphillip.vic.gov.au](mailto:recreation@portphillip.vic.gov.au)

### Further information

☎ 03 9209 6777

🖱 [portphillip.vic.gov.au/explore-the-city/sport-and-recreation](http://portphillip.vic.gov.au/explore-the-city/sport-and-recreation)

## Document checklist

Certificate of currency for public liability insurance (minimum \$20 million)

If you don't have Public Liability Insurance please contact us.

Contact City of Port Phillip Health Department on 9209 6292 to obtain appropriate food and health permits.

Will you be serving alcohol? If yes, please provide a copy of your current liquor licence.

## Privacy policy

The information requested on this form is being collected by the City of Port Phillip. The personal information will be used solely by council for participation purposes. The City of Port Phillip may disclose this information to Council and/or maintenance officers.

**1 Declaration**

As a delegate of the organisation listed on this form, I acknowledge that I have read and agree to abide by the Conditions of Hire for this casual booking as listed below and I undertake to comply with all respects of such conditions should this application be successful.

The Applicant indemnifies and keeps indemnified Council, its staff and agents from and against all actions, costs, claims, charges, expenses penalties, demands and damages whatsoever which may be brought or made or claimed against them arising out of or in relation to the usage of the sportsground.

Any external contractor engaged by the Applicant in connection with the sportsground usage (such as caterers and game providers) must hold current public liability insurance in the amount of \$20 million or more, in respect of the activities which that contractor will undertake at the sportsground. The policy must:

- cover such risks and be subject only to such conditions and exclusions as are approved by the Council;
- extend to cover Council in respect of claims for personal injury or property damage arising out of the contractor's negligence; and
- be supplied to Council before the first use of the sportsground (a copy of the policy is sufficient).

**2 Applicant details**

Club/Company

Applicant name

Postal Address

Suburb

State

Postcode

Best phone number to contact you on

Email

Contact person on day

Best phone number to contact them on

**3 Requirements**

Reserve and Ground

Date

Time

Pavilion Use

AM PM

Yes No

Number of participants

Type of activity/sport