

# SPORTS GROUND BOOKING APPLICATION



The City of Ballarat has a variety of sports grounds available for use by the community organisations' for recreation activities.

For any planned activity at a Council sportsground, a booking is required to be made. Consideration needs to be given to any existing tenants at that facility and also ground preparation works that generally occur on the Friday before the weekends competitions. Access to any pavilion in conjunction with use of the sport facility will need to be arranged with the existing Tenant Club.

## How to Apply for a Booking:

- Read and accept the 'Conditions of Use for Public Open Space.'
- Complete all of the questions in this booking form.
- Attach a copy of your group's Public Liability Certificate of Currency to the booking application and submit to Council not less than **4 weeks** prior to activity.
- Upon approval of your booking, Council will return a counter-signed copy of the booking form.
- Please contact any Tenant club for access to pavilion where required.
- Confirm your booking with Council prior to your event, in case of issues around ground condition.

## Please return completed application to:

**In person:** "The Phoenix" Customer Service Centre, 25 Armstrong St South, Ballarat

**By mail:** City of Ballarat, PO Box 655, BALLARAT VIC 3353

By email: [operationsadministration@ballarat.vic.gov.au](mailto:operationsadministration@ballarat.vic.gov.au)

## For Enquiries:

Administration Officer, City Wide Services

Ph: 5320 7441, Email: [operationsadministration@ballarat.vic.gov.au](mailto:operationsadministration@ballarat.vic.gov.au)

## Before you proceed, does your event including any of the following: (please mark)

Charging entry to event	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Erecting structures Eg. Fencing/Marquees/Staging/Seating	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Provide entertainment Eg. Air Castle/Mechanical Ride/Fireworks/Animal Nursery	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Changing Traffic Conditions	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access onsite services Eg. Power/Water	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Vehicle access to fenced areas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utilising public toilets	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Generating rubbish	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Making food available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Making alcohol available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have amplified noise Eg. Music/Loud speakers/Broadcasting	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Please note: If you have answered YES to any of the questions above, you will need to complete an EVENT APPLICATION FORM.**

Please complete each section:

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**SECTION 1: ACTIVITY INFORMATION**

Activity	
Proposed Date (s)	
Proposed Activity Location	
Alternate Activity Location	

**SECTION 2: GROUP/APPLICANT INFORMATION**

Applicants Name <i>(Eg. Business/Club/Group Name)</i>	
Postal Address	
<b>Activity Coordinator's Details</b>	
Activity Coordinator Name	
Position	
Phone (BH/AH/Mobile)	
Email	

**SECTION 3: ACTIVITY OVERVIEW**

<b>Description of activity to be conducted.</b>		
<b>Activity dates/times</b>		
Proposed <b>Activity Start</b>	Date	Time
Proposed <b>Activity Conclusion</b>	Date	Time
<b>Who will attend your event</b>		
Estimated <b>Participants</b>	No.	
Estimated <b>Spectators</b>	No.	

## SECTION 4: PUBLIC LIABILITY

A copy of a current Public Liability Certificate of Currency must be provided by the organisation making the booking.

Please note: If the Applicant does not hold Public Liability cover, Council can provide this at a cost of \$15.00 per booking (single day only). Payment must be made to Council either in person or via mail prior to the booking being confirmed.

Please mark the appropriate statement (please mark):

A current Public Liability Certificate of Currency is attached to this application.	
Council has a copy of a current Public Liability Certificate of Currency on file	
Public Liability Insurance is required to be purchased from Council.	

## SECTION 5: BOOKING APPLICATION AGREEMENT

**To be read and signed by authorised Activity Coordinator.**

- a) I have read and completed the Booking Form in good faith. All details provided are accurate and true and I am authorised to act on behalf of this group.
- b) The event will be organised and managed as I have described unless advised otherwise by the City of Ballarat and/or its authorities.
- c) By signing this Booking Form, the applicant accepts the "City of Ballarat Conditions of Use of Public Open Space" including Public Liability and Indemnity of Council.
- d) I understand that this application does not constitute activity approval until counter-signed by a Council Officer.

Activity Coordinator Full Name	
Activity Coordinator Signature	
Date	

**Council Authority for approval of booking:**

Council Officer	
Position	
Signature	
Date	

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### **Privacy Policy**

*Personal and or Health Information collected by Ballarat City Council is used for municipal purposes as specified in the Local Government Act 1989. The Personal and or Health Information will be used solely by Council for these purposes and or directly related purposes. Council may disclose this information to other organisations if required by legislation. The Applicant understands that the Personal and or Health Information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer.*

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