

PAVILION APPLICATION FORM

(For Council managed Pavilions)

Please note: An application does not guarantee that a booking will be approved. Bookings will be assessed by the Recreation Officer. Applicants will be notified on the outcome of the application.

Section 1: Applicant details

Name of Club/Group: _____

Website: _____

Club contact: _____ Position at Club: _____

Phone: _____ Daytime No. _____

Mobile: _____ Email: _____

Postal address: _____

Suburb: _____ Postcode: _____

1.1 Committee Details

President

Name: _____

Phone: _____ Email: _____

Vice President

Name: _____

Phone: _____ Email: _____

Secretary

Name: _____

Phone: _____ Email: _____

Treasurer

Name: _____

Phone: _____ Email: _____

Section 2: Pavilion Request

Note: If more than one building is being requested, please complete building 2 or 3 as required. Should you require more than 3 buildings please notify Council

Pavilion/Building 1: _____

Reserve: _____

Pavilion/Building 2

Pavilion name: _____

Reserve: _____

Pavilion/Building 3

Pavilion name: _____

Reserve: _____

Section 3: Booking Request

Pavilion/Building 1

Seasonal Hire – For Winter or Summer season

Casual Hire – One of hire

Day	Date/s (eg 01/08/2017 31/04/2018)	Time including set up and pack up (eg. 10am – 11pm)	Approximate number of people attending
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

3.1 For use of secondary pavilion(s) or building (s) if required

Pavilion/Building 2: _____

Seasonal Hire – For Winter or Summer season

Casual Hire – One of hire

Day	Date/s (eg 01/08/2017 31/04/2018)	Time including set up and pack up (eg. 10am – 11pm)	Approximate number of people attending
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Pavilion/Building 3: _____

Seasonal Hire – For Winter or Summer season

Casual Hire – One of hire

Day	Date/s (eg 01/08/2017 31/04/2018)	Time including set up and pack up (eg. 10am – 11pm)	Approximate number of people attending
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

3.2 Please provide information about your application including the purpose, requirements and any equipment you are proposing to use.

3.2 Additional Information

- > Do you propose to sell food YES NO
- > Do you propose to sell and/or supply liquor YES NO
- > Will you require extra bins (fees apply) YES NO
- > Will you be using a PA system or amplified music YES NO
- > Will you be charging entry fees or selling any products/services YES NO
- > Do you propose to erect portable structures/amusement devices YES NO
- > Do you have any other pavilion requirements? YES NO

If YES then please outline: _____

Depending on the nature of your application Council may require you to submit extra documents, forms or permit applications. Council will notify you of any further requirements.

Section 4: Document Checklist

Please attach the following documents to your application:

- > Certificate of Incorporation under the Association Incorporation Act
- > Certificate of Currency of Public Liability Insurance (minimum \$10M)
- > Copy of Food Registration (if applicable)
- > Copy of Liquor Licence (if applicable)

I/We do not have Public liability insurance and would like Council to arrange on our behalf
(please tick box if requested)

(Subject to review, fees will apply. Only available for casual bookings)

Section 5: Declaration

I am authorised to submit this application form on behalf of the club/group named in section 1. The information I have provided is true and correct to the best of my knowledge. I accept the terms and conditions of use and understand the need to contact council if any details change

Name: _____

Signature: _____ Date: _____

On behalf of: (club/group) _____

Section 6: Submitting your application

Please submit your application to Mitchell Shire Council via email, fax or post.

Email: recreation@mitchellshire.vic.gov.au

Phone: (03) 5734 6200

Fax: (03) 5734 6222

Post: Mitchell Shire Council
Recreation and Open Space Team,
113 High Street, Broadford 3658

Section 7: Fees and Charges

Council introduces new fees on 1 July annually. Hirers will be invoiced based on the fees and charges for the financial year of the date/s of their booking usage.

Sportsground Pavilion/Change Room Hire - Summer 2017/18 and Winter 2018 seasons

Unit of measure: Half day = less than 4 hours Full Day = 4 hours or more

Service description	GST	Unit of measure	Charge
Sportsground Pavilion - Casual Hire	Y	Half Day	\$51.00
Sportsground Pavilion - Casual Hire	Y	Full Day	\$102.00
Sportsground Pavilion – Seasonal use	Y	Season	\$545.00
Change Room Only – 2 change Rooms – Casual	Y	Occasion	\$20.50
Change Room Only – 4 change Rooms – Casual	Y	Occasion	\$41.00

Personal information collected by Mitchell Shire Council is used for municipal purposes as specified in the Local Government Act, 1989 or other relevant legislation. The personal 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 information provided is for the above purpose and that he/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 or refer to the process for access to information under the Freedom of Information Act 2001.