



SHIRE OF ESPERANCE SPORTING RESERVES APPLICATION FOR CASUAL HIRE

ALL BOOKINGS REQUIRE ONE WEEK'S NOTICE

To be completed and returned to the
Shire of Esperance, PO Box 507, Esperance, 6450
Phone: 9071 0627 Email: shire@esperance.wa.gov.au

Name of Organisation _____

Contact Name: _____ ABN: _____

Address: _____

Telephone: _____ (H/W) _____ (Mob)

(E-mail): _____

*For correct naming of reserve, please see map:

- Multi Sports Fields
- Little Lords field - corner Brazier & Jane St
- Old Hockey Oval – field between Ports Oval and netball courts
- Other Ovals - Ports/Esperance/Newtown/Gibson
- Other Grounds - Camping/Circus/Show

DATE(S): _____ TIMES FROM: _____ TO: _____

FUNCTION DETAILS

TYPE OF ACTIVITY: _____

EXPECTED NUMBER OF ATTENDEES: _____

IF CHANGEROOMS ARE REQUIRED YOU MUST CONTACT THE CLUB PRESIDENT RESPONSIBLE FOR THE RESERVE BEEN BOOKED. If unsure ask the booking officer for a contact number.

DO YOU REQUIRE POWER: YES / NO

DO YOU REQUIRE LIGHTS YES / NO

WILL YOU BE REQUIRING ADDITIONAL RUBBISH SERVICES: YES / NO
(additional charges may apply)

WILL YOU BE USING ANY FORM OF PUBLIC ADDRESS SYSTEM: YES / NO

WILL FOOD BE AVAILABLE: YES / NO
(please give details)

WILL ALCOHOL BE PRESENT YES / NO
IF YES: SELLING SUPPLYING BYO
(Copy of Liquor License Required)

DO YOU OR YOUR ORGANISATION CURRENTLY HOLD PUBLIC LIABILITY INSURANCE?
 YES (if yes, please provide a current copy)
 NO (if no, you must obtain liability insurance to the value of \$20 million)

ARE YOU INTENDING TO HIRE: MUSICIANS, ACTORS, DISC JOCKEY OR JUKEBOX?...YES / NO
(If Yes, you may be required to obtain an APRA licence)

WILL YOU BE REQUIRING VEHICLE ACCESS TO THE RESERVE YES / NO
(please give details ie type, time) :

PLEASE STATE ANY EQUIPMENT YOU WILL BE BRINGING ONTO THE RESERVE:
(ie catering equipment, marquees)

OTHER FACILITIES OR COMMENTS:

DECLARATION

I agree to comply with all provisions of the Shire of Esperance Local Government Property Local Law and other written laws pertaining to the proposed use, including any condition which may be imposed on the permit of hire requiring me to indemnify the local government in respect of any injury to any person or any damages to any property which may occur in connection with the hire of local government property.

BOOKINGS ARE NOT CONFIRMED UNIL ADVISED BY BOOKING OFFICER

SIGNED: _____ **DATE:** _____
Must be 18 years of age or over - I.D. may be required

OFFICE USE ONLY	
Taken by: _____ (Name & Date)	Approved by: _____ (Name & Date)
Trim No: _____ (Name & Date)	Booking Entry: _____ (Copy in Parks & Gardens)
Hire Charge: \$ _____	Key Bond: \$ _____
Rubbish Charges: \$ _____	Invoiced by _____
Public Liability Policy # _____	APRA License # _____