

COMMERCIAL SPORT & ACTIVE RECREATION PROVIDERS APPLICATION 2023 - 2024

Phone: 9550 3601

Fax: 9550 3737

Email: recreationsservices@mandurah.wa.gov.au

This form is an application only. Your booking is not approved until the City of Mandurah has issued a contract that is returned with the applicant's signature acknowledging the terms and conditions.

The approval process for this application follows the guidelines outlined in the City of Mandurah's procedures for *Use of Public Open Space by Commercial Sport & Active Recreation Providers*. The booking does not guarantee sole access.

Applicant Details

Name of Applicant:
Name of Business:
Contact phone number:
Email:
Postal address:
ABN:
Are you GST Registered? Yes <input type="checkbox"/> No <input type="checkbox"/>
Estimated number of participants on site at any one time:

Location Details (Please attach a site map clearly indicating which area you would like to use)

.....

Activity Details (Please attached any brochures or provide additional information)

.....

List and Description of Equipment (Attach list if room is insufficient)

.....

Will there be marquee or tents being erected? Yes No

Will there be any music, PA systems being used? Yes No

Please note Special Conditions may apply to adhere to Local Laws 4.1



Summary of Documentation accompanying this application (tick if attached):

- Public Liability insurance of \$20 million
- Qualifications and certificates (i.e. Fitness Australia Qualification, Coaching Certificate or similar)
- Relevant State Government Approvals (List if applicable.....)
- Key Register Form (if applicable)
- Application for Vehicle Access Form (if applicable)
- Advertising/marketing strategy
- Site Map
- Equipment List (if applicable)
- Activity Brochures or Information Flyers (if applicable)

Accounts

Invoices will be issued for the relevant fees (via email) and are to be paid by due date prior to bookings commencing.

Guidelines for Sport and Active Recreation Providers

1. Applicants must reapply for nominated sites annually. Historical preference is given to regular hirers following continued use for a period of six months or more and if the hirer has not breached any conditions of hire during this period.
2. The Conditions of Hire agreement must be read prior to completing the approved application form.
3. Any Hirer granted approval to use a Council Facility and/or reserve is at no time permitted to sub-lease or make it available for hire to any other individual or group.
4. Approval to use the Public Open Space applies only to the times and dates outlined on your booking contract. You must allow for set-up and clean-up time when completing your application.
5. Written notification to cancel or change regular bookings stated on your contract is required from all groups. It is your responsibility to notify any changes 48 hours prior to the confirmed dates otherwise you will be charged as per your booking confirmation. Permanent cancellations require 30 days written notice of intent to discontinue use of the site on a permanent basis.
6. It is the responsibility of the hirer to ensure the contact details for all people responsible for bookings be kept updated with Recreation Services. *Please email your changes to: recreationsservices@mandurah.wa.gov.au*
7. Council considers maintaining the quality and condition of the City's public open space for the use of all of the community a high priority. Please ensure that maintenance issues are brought to our attention e.g. damaged fences, defaced signs, etc.

<p>I being the duly authorised representative of the applicant in endorsing this application will ensure compliance with the City of Mandurah's Conditions of Hire Agreement and Local Laws. I acknowledge that these are my responsibility and will ensure that appropriate liability and other insurances are in place for the activities to be conducted.</p> <p><i>Signature</i> <i>Date</i></p>	
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BOOKING REQUIREMENTS (copy this page for multiple sites or Service Providers)	
POS Name:	Section required:
First booking date:	Last booking date:
Start time (including set-up):	Finish Time (including clean-up):

(Circle all the dates required on the calendar below)

<p style="text-align: center; margin-bottom: 10px;">JULY 2023</p> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr> <td>31</td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> </tr> <tr style="background-color: #90EE90;"> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> </tr> <tr style="background-color: #90EE90;"> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> </tbody> </table> <p style="text-align: center; margin-bottom: 10px;">OCTOBER 2023</p> <table style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th> </tr> </thead> <tbody> <tr> <td>30</td><td>31</td><td></td><td></td><td></td><td></td><td>1</td> </tr> <tr style="background-color: #90EE90;"> <td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td> </tr> <tr> <td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td> </tr> <tr> <td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td> </tr> <tr> <td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td> </tr> </tbody> </table> <p style="text-align: center; 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