

GENERAL BOOKING APPLICATION FORM

Applicant Details

Name: _____
 Organisation: _____
 Address: _____
 Contact Number: _____
 Email: _____

Booking Details

Event Being Held: _____
 Sport Being Played: _____
 Facility Required: _____
 Date(s) Required: _____
 Time(s) Required: Start: _____ Finish: _____
 Access Required Before / After Function: YES / NO _____ Time Access Required: _____

Area(s) Required (please tick or check):

Smith Park Macdonald Park Electronic Sign
 Other: _____

Other Requirements:

Barbecue Lights Shower Toilets
 Canteen Mobile Canteen Bar Power
 Other: _____

NOTE:

- If doors/windows/gates are left open or unlocked after use, Council may charge applicant a call-out fee.
- If facilities are left unclean or damaged after use, Council will clean at applicant's cost
- Meter is read before and after use and charged accordingly.

On behalf of the organisation for whom I am making this booking, I acknowledge that the requested facility is an asset shared with other organisations and members of the community and, therefore, agree to utilise the requested facilities and services within the times specified above, such that no inconvenience is caused to other users. I acknowledge that my club and members have no greater privileges in using these shared facilities than any other user.

Signature: _____ Date: _____

FOR OFFICE USE

| | | | |
|---|--|-----------------------------------|---|
| Date: _____ | Event added to Calendar <input type="checkbox"/> | Register <input type="checkbox"/> | Security Deposit: \$ _____ |
| Invoiced <input type="checkbox"/> | Paid <input type="checkbox"/> | Invoice No: _____ | Date Paid: _____ Invoice No: _____ |
| Venue Checked <input type="checkbox"/> | Date Checked: _____ | Return Deposit: Yes | No |
| Insurance: Yes <input type="checkbox"/> No <input type="checkbox"/> | (Copy is held on file at Council/Copy is attached) | Cost of Repairs: \$ _____ | Deposit Refunded <input type="checkbox"/> |
| Signature: _____ | | Date: _____ | |