

Oval /Court Space/ Hancock Stadium Booking Application

Contact Details	
Name:	
Organisation:	
Position:	
Postal Address:	
Contact Number:	Mobile:
Email Address:	

Booking Details			
Day:	Date:	Time – Start	Finish:
Name of Function:			
Approx No. of people:			
Would you like this function to be added to our Calendar of Events or Facebook Page Y / N			

Central Oval		Hancock Stadium
<input type="checkbox"/> Oval	<input type="checkbox"/> Court Space	<input type="checkbox"/> Hancock Stadium
<input type="checkbox"/> Playing surface <input type="checkbox"/> Grass plaza area <input type="checkbox"/> Oval surrounds /Car Park	Number of courts required: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Number of courts required: <input type="checkbox"/> 1 <input type="checkbox"/> 2

Equipment Requirements	
<input type="checkbox"/> Bins	<input type="checkbox"/> Water Points
<input type="checkbox"/> Power 10 AMP	<input type="checkbox"/> Lights
<input type="checkbox"/> Power 15 AMP	<input type="checkbox"/> Scoreboard
<input type="checkbox"/> 3 Phase	<input type="checkbox"/> Change rooms

Event Requirements	SITE PLAN REQUIRED - please attach separate document
■ Please advise if you intend to bring in additional equipment, stalls, amusement rides, marquees, or line mark oval surface or any other infrastructure.	
Comments:	

Additional Comments

Insurance Details – Commercial / Corporate applicants only	
Insurer:	
Policy No:	Expiry Date:

Please attach a copy of the Certificate of Currency.

There is an Induction form that will require completion on site. Arrangements to be made for induction with Venue Manager or Authorised Officer prior to event start time.

I have read and accept the terms and conditions as outlined in this document.

Signed: _____ Date: _____

How did you find out about the services offered at Central Oval?

Office Use Only		
Booking Application Rec:		Entered By:
Copy of Insurance Received: Y / N		TRIM:
Deposit: \$	Fee: \$	Payment Type:

Privacy Statement:

Any persons information you have supplied to or is collected by Port Augusta City Council (PACC) will only be stored and processed by PACC for lawful purposes directly related to the function and activities of PACC. Any personal information will only be disclosed to a third party for the purposes of performing a lawful function or activity and for no other purposes.

Oval /Court Space/ Hancock Stadium
Terms and Conditions

- ☐ Council means the Port Augusta City Council (PACC), appointed staff or any other Council Officer authorised to administer the relevant provisions of the venue.
- ☐ Commercial/ Corporate applicants must present to Council evidence of a current Public Liability policy with a minimum cover of \$10 million.
- ☐ All pegging into oval surface must be approved prior to work commencing
- ☐ Any line marking must be approved prior to event date
- ☐ No vehicles are to enter grass area without approval
- ☐ Council reserves the right to decline oval access at anytime
- ☐ All damages are to be paid for by the hiring organisation
- ☐ Only specific areas are to be used unless agreed to with the Central Oval staff.
- ☐ The user is required to leave the Central Oval Facility in a clean and tidy condition
- ☐ All rubbish generated must be disposed of correctly in skip bins provided
- ☐ A deposit of 20% of the total hiring cost will need to be paid to confirm the booking. If a cancellation is made within 7 days of the function or meeting the deposit will be forfeited.
- ☐ A booking is not confirmed until confirmation is received from a Central Oval staff member and the deposit is paid.
- ☐ School groups are required to complete and provide a risk assessment for the activities to be undertaken. This is to be attached to the booking form.
- ☐ Children under 18 years of age are the responsibility of the hiring group, not Central Oval staff.
- ☐ A booking application is to be completed for each and every booking.
- ☐ The Council or its Agents reserves the right to refuse admission to and to eject from the Central Oval Facility any entrant whose conduct is, or is deemed by the Council or its agents, to be unlawful, disorderly or offensive.
- ☐ The Council may cancel, interrupt or stop an event due to dangerous situations, adverse weather or any other causes beyond its reasonable control, and such cancellation, interruption or stopping of event shall not entitle the patron to make any claim whatsoever against the Council.
- ☐ Smoking is NOT permitted in the Central Oval Facility except in designated areas as marked.
- ☐ Alcohol will only be consumed in the designated Alcohol Zones.