Community Development
Community and Leisure Facilities

Active Reserve Seasonal Hire Application Form

Summer – 1 October to 31 March, Winter – 1 April to 30 September

Please email the completed form to customer@rockingham.wa.gov.au . Alternatively you can post to Bookings Officer, City of Rockingham, PO Box 2142, ROCKINGHAM WA 6967

Attach with this form copies of your clubs:

- Certificate of Currency/proof of insurance;
- Liquor licence – If your club sells alcohol; and
- Fixtures - If you have received them from your sporting association

Please note:

- Only request the hours you will be using the reserve
- Only request one primary reserve and one secondary reserve per application form
- Your application will not be confirmed without proof of public liability insurance (COC)
- This application does not include allowances for pre-season training; and
- Please provide your fixtures as soon as possible.

Please ensure that you have read and understood the Procedures and Conditions of Hire – Seasonal Grounds Allocations, before signing and submitting this form.

Application checklist

Please ensure all of the below information is included in your application in order for it to be accepted.

☐ Certificate of Currency/Public Liability

☐ Current office bearers

☐ Signed application form

☐ Line marking requirements

Club details

Club name: _____

Type of sport: _____

Affiliated association: _____

Club mailing address: _____

_____

Club email address: _____

Main contact person: _____

Telephone: _____

Address: _____

Email: _____

Collection Notice

The City of Rockingham is collecting your personal information for the purposes of processing your reserve hire application. It may also be used for secondary purposes which would be reasonably expected.

Your personal information will not be disclosed to any other party without your consent unless required or authorised by law.

If you choose not to provide your personal information, we will be unable to process your reserve hire application.

To access, correct or learn more about how we handle personal information please contact privacy@rockingham.wa.gov.au or visit rockingham.wa.gov.au/privacy.

Booking details *(one reserve request per form only)*

Reserve required: _____

Secondary reserve*: _____

**In case the primary reserve is unavailable on booking dates and/or times*

Day	Time		Purpose	Amenities required Y/N			
	From	To	Game/ Competition	Change Rooms/ Toilets	Kiosk/ Social space	Flood lights	Reserve only
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Season commencement date: _____ **Season finish date:** _____

Current office bearers

Please Note: Full personal contact details are required for each office bearer to ensure that Council can maintain a good level of communication with your club/organisation. Should any change, please notify the City in writing.

President: _____

Address: _____

Telephone: _____

Email: _____

Secretary: _____

Address: _____

Telephone: _____

Email: _____

Treasurer: _____

Address: _____

Telephone: _____

Email: _____

Please provide a site plan below of your line marking requirements for your ground allocations.

On behalf of the _____ (club name)

We agree that the information provided is true and correct. We agree that we have read, understood, and will abide by the City of Rockingham Procedures and Conditions - Seasonal Grounds Allocations and will be responsible for all fees and charges associated with this seasonal hire.

I agree that I _____ (name)

have the authority to make this application on behalf of the above mentioned organisation.

_____ _____

Signature *Date*