



# CASUAL HIRE APPLICATION FORM

## Gillman Reserve – Pedal Prix Hire Only

**Council:** ADELAIDE HILLS COUNCIL – ABN 23 955 071 393

Name of Individual: .....

Position held in Club/Organisation: .....

Club/Organisation: .....

Address .....

Telephone: (H) ..... (W) ..... (M) .....

Email: .....

*(Please note if further information is required or to confirm this booking an email will be sent to you on the address given)*

Description of Hire Activity: .....

Number of people in attendance .....

Date required: .....

Time required: .....

**IMPORTANT INFORMATION TO NOTE:**

- **Application form is to be received by Council no later than 7 days before the intended booking date (applications received after this time may be refused as they may not be able to be processed in time)**
- **A copy of Public liability Insurance is to be attached to this application (see item 7 – General Terms and Conditions of Hire for further details). If this information is not attached the booking will be refused.**
- **Other important information regarding issuing of keys, payment of hire fee and key bond along with General Terms and Conditions of Hire are attached – please read and note before signing the application and forwarding to Council**

I declare to the best of my knowledge that the information provided in this application is accurate and correct. I will undertake to advise the Adelaide Hills Council should there be any alterations or additions to the information supplied immediately.

I have read, understand and agree to comply in all respects with the General Terms and Conditions of Hire.

SIGNED: ..... DATE: .....

or and on behalf of (if applicable): .....

**HIRE FEE SCHEDULE (as at 1/7/2018)**

<b>SESSION</b>	
General Hire Per Session	Eg: 8am – 1pm or 1pm – 6pm

<b>Key deposit</b>		\$55.00
<b>Casual Hire</b>	Per session	\$28.00
<b>PUBLIC LIABILITY INSURANCE</b>	Complimentary for “one off” Hirers. Mandatory for Regular Hires	

**PLEASE NOTE:**

- Please ensure you understand the Conditions of Hire before signing the Hire Agreement.
- Failure to comply with any of these conditions may **incur an additional charge.**

<b>PEDAL PRIX SEASON</b> (please exclude school and public holidays where necessary)			
	<b>Dates</b>	<b>Times</b>	<b>Total</b>
March			
April			
May			
June			
July			
August			
September			

We declare to the best of our knowledge that the information provided in this application is accurate and correct. We will undertake to advise the Adelaide Hills Council should there be any alterations or additions to the information supplied immediately.

We have read, understand and agree to comply in all respects with the General Terms and Conditions of Hire.

SIGNED:

Hirer: .....

Date: .....

School Principal: .....

Date: .....

## CONDITIONS

1. This facility is to be hired for Pedal Prix training only. No motorised vehicles are to be used on the track at this facility.
- 2.
3. Casual applications for hire are to be received no later than 7 days before the intended hire time - (applications received after this time may be refused as they may not be able to be processed in time).
4. If additional dates would like to be requested a new application form will need to be filled out and forwarded to Council.
5. If dates need to be changed a request in writing is to be forwarded to Council no later than 7 days before the intended date to be changed.
6. All dates and times applied for on the hire application form are to be adhered to due to other schools also using this facility in the pedal prix season (up to 3 schools per session will be approved).
7. All bookings will be charged for, whether the facility is used or not, unless notice of cancellation has been received at least 2 working days prior to a casual event.
8. Key Bond and hire fee for a casual hirer are to be paid in cash, credit card, cheque etc when the key is picked up from the Council Office nominated on the application form (no invoices will be issued for a casual hire of this facility)
9. The key can be collected no earlier than 1 day prior to a casual hire booking from the Council office nominated on the application form.
10. The key allocated for a casual hire is to be returned to Council the next working day after the booking to the same Council office in which it was collected. Once the key has been returned the key bond will be refunded within 14 days.
11. If the key is not returned within this time frame or lost by a hirer then the key bond will be forfeited and the replacement of the locks at this facility will be charged to the hirer.
12. Council takes no responsibility for the use or injury sustained by users of this facility and request that all Schools wanting to hire the Gillman Reserve facility must have their own public liability insurance. A copy of the public liability insurance must be attached to the application for hire form, if this is not attached then the booking will be not be accepted.  
  
(a letter on School letterhead and signed by the School Principal advising the insurance coverage is under the Department of Education insurance is acceptable)
13. The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the application.
14. All people using Gillman Reserve are to treat it with respect and leave it in the manner in which it is found. If it is found that the grounds and toilets are being left in an unsatisfactory condition then the hirer may be prohibited from using the facility for a period of time or indefinitely
15. There are 2 padlocks on the gate to this facility and they need to be locked into each other when vacating this facility so that other hirers have access.

16. The Toilet block must be locked when using this facility and checked before the hirer vacates the premises to make sure it is secure. There are no separate toilets for male and female and Council request that the toilets used at this facility be used in an emergency only.
17. No power is available for use at this facility.
18. Prior to each season Council inspects the surface and makes repairs if necessary, however is not responsible for the condition of the track surface or the condition on the surrounding areas and no liability will be accepted by Council.
19. No two wheeled bikes are to be used on the track whilst pedal prix training is occurring due to potential conflict between the two vehicles.
20. No alcohol is to be consumed at this facility.
21. This application for hire is not transferable.