

Application for activity bundle hire

Please complete the details below and return your form to our Healthy Community team either by email, fax or in person. Once we have received and processed your booking a confirmation letter will be sent to you via email.

Contact information

Organisation/group:

Contact name:

ABN:

Postal address:

Postcode:

Email:

Phone:

Mobile:

Please tick one (tick box)

Commercial business

Community group/charity organisation

Resident

Other (please specify)

Usage details

Event/activity details

Event name:

Event location:

Event date/s:

Event times:

Purpose of equipment use

Please provide a brief description of what you will be using the activity bundle for (e.g. event or birthday party).

Collection date:

Return date:

Public liability insurance

The Town of Victoria Park requires that organisations, incorporated community groups and schools using Council's reserves, facilities and equipment supply the Town with a current copy of an insurance Certificate of Currency for public liability to the value of \$10,000,000 (ten million dollars).

Terms and conditions

The Town of Victoria Park has made this equipment available to encourage physical activity at events and birthday parties. The Town of Victoria Park can only keep this service going through your cooperation in adopting the following conditions of use.

- All bookings are subject to the Town of Victoria Park local laws and regulations.
- The equipment must only be used for its intended purpose as outlined in this booking form.
- The equipment or any part of it cannot be lent to a party external to this agreement without expressed permission from the Town of Victoria Park.
- The hirer is responsible for the full replacement cost at retail price for the equipment if it is lost, stolen or damaged beyond repair. The Town of Victoria Park will be notified immediately on the hirer becoming aware of the loss, damage or theft of the hired equipment.
- The equipment is not to be used in any way that misrepresents the Town of Victoria Park.
- The hirer is required to complete any relevant evaluation forms provided and return them to the Town of Victoria Park within seven days of equipment return date advised on this form.
- The hirer will arrange a suitable time to collect and return the equipment to the Leisurelife Centre. The hirer will pay relevant hire fees and charges, provide proof of identity (driver's licence) and will undertake an inventory check upon return of the equipment to the Leisurelife Centre.
- The hirer will practice safe handling practices when moving, loading and unloading the equipment.
- Non-observance of the Town's terms and conditions relating to the equipment, or Council by-laws, may result in immediate rescinding of the hirer's contract and may jeopardise any future applications.
- A refundable bond of \$100 will be charged upon approval of the activity bundle hire. Failure to return the equipment at the end of the hire period will result in forfeiture of the bond.

Hirer initial: _____

Declaration

I accept responsibility for ensuring compliance with local laws and conditions pertaining to the use of Council property.

Name:	Signature:	Date:
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Return completed application form to:

Town of Victoria Park Leisurelife Centre Locked Bag 437 Victoria Park WA 6979	Phone 9373 5450 Fax 9361 2014 victoriapark.wa.gov.au healthycommunity@vicpark.wa.gov.au
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