

Casual bookings

Completing an application

Outside of your seasonal sportsground bookings, you may wish to make a one-off casual booking for a sportsground or book a community event.

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<p>Start application</p> <p>Start your application from the Applications/License form tab.</p>	<p>Report letters Outstanding issues Applications/licence forms Update contact details</p> <table border="1"> <thead> <tr> <th colspan="5">Sportsground allocation forms</th> </tr> <tr> <th>Lease type</th> <th>Seas on dates</th> <th>A llocations open</th> <th>A llocations close</th> <th>Form</th> </tr> </thead> <tbody> <tr> <td>Winter Seas on</td> <td>02 Apr 2015 - 30 Sep 2015</td> <td>01 Jan 2015</td> <td>01 Mar 2015</td> <td>Continue application</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="4">Casual Sportsground bookings</th> </tr> <tr> <th>Form</th> <th>Description</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Community event</td> <td>For booking community events</td> <td>Start Application</td> <td>Check Availability</td> </tr> <tr> <td>Casual's sportsground application</td> <td>For casual bookings of sportsgrounds</td> <td>Start Application</td> <td>Check Availability</td> </tr> </tbody> </table> <p>First click on check availability to see if the grounds you are after are booked for the date and time you need them.</p> <p>Back Check availability</p> <p>Date: 11-Feb-2015</p> <p>Legend: ■ Seasonal booking ■ External booking ■ Provisional booking</p> <p>Note 1: provisional bookings are allocated on a first come first serve basis. Note 2: C indicates the ground is closed</p> <table border="1"> <thead> <tr> <th>Sports ground</th> <th>9:00am</th> <th>9:30am</th> <th>10:00am</th> <th>10:30am</th> <th>11:00am</th> <th>11:30am</th> <th>12:00pm</th> <th>12:30pm</th> <th>1:00pm</th> <th>1:30pm</th> <th>2:00pm</th> <th>2:30pm</th> <th>3:00pm</th> <th>3:30pm</th> </tr> </thead> <tbody> <tr> <td>Adelaide Reserve - Football Oval</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Adelaide Reserve - Tennis Courts</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Cooroy Reserve - Bowls Green</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table> <p>Once you have confirmed the grounds are free, click on the back key to return to start your application.</p>	Sportsground allocation forms					Lease type	Seas on dates	A llocations open	A llocations close	Form	Winter Seas on	02 Apr 2015 - 30 Sep 2015	01 Jan 2015	01 Mar 2015	Continue application	Casual Sportsground bookings				Form	Description			Community event	For booking community events	Start Application	Check Availability	Casual's sportsground application	For casual bookings of sportsgrounds	Start Application	Check Availability	Sports ground	9:00am	9:30am	10:00am	10:30am	11:00am	11:30am	12:00pm	12:30pm	1:00pm	1:30pm	2:00pm	2:30pm	3:00pm	3:30pm	Adelaide Reserve - Football Oval															Adelaide Reserve - Tennis Courts															Cooroy Reserve - Bowls Green														
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<p>Section A – Contact details</p>	<p>Check your contact details are correct.</p> <p>Back Shire of Paradise</p> <p>APPLICATION TO HOLD A COMMUNITY EVENT ON A RESERVE/SPORTSGROUND</p> <p>Complete this form to request a Council reserve/sportsground to hold a community event.</p> <p>Section A - Contact Details</p> <p>Name of Organisation / Group: <input type="text" value="Cooroy Football Club"/></p> <p>First name: <input type="text" value="Allan"/> Phone (home): <input type="text" value="07 5450 2680"/></p> <p>Last name: <input type="text" value="Murnane"/> Phone (bus): <input type="text"/></p> <p>Address: <input type="text" value="90 Sippy Downs Drive"/> Phone (mob): <input type="text" value="0412 563 265"/></p> <p>Suburb: <input type="text" value="Sippy Downs"/> Fax: <input type="text"/></p> <p>Postcode: <input type="text" value="4558"/></p> <p>Login Details</p> <p>Username / email: <input type="text" value="c2@jmscomply.com.au"/></p> <p>Password: <input type="text" value="QHKNZV"/></p>																																																																																											

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<p>Section B – Booking information</p> <p>Select the reserve you wish to book and give the council some details about your event. Council will assess your requirements and advise which grounds you are allocated.</p> <p>Depending on information selected you may be contacted at a future date to confirm lighting or building use, or else how to access it</p>	<p>Section B - Booking Information</p> <p>Reserve / Sportsground required: <input type="text" value="Prince of Wales Park"/></p> <p>Number of Sportsgrounds required: <input type="radio"/> 1 <input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10</p> <p>Number attending: <input type="text"/></p> <p>Activity to be conducted on reserve/sportsground:</p> <p><input type="checkbox"/> Athletics <input type="checkbox"/> Football <input type="checkbox"/> Soccer <input type="checkbox"/> Baseball <input type="checkbox"/> Hockey <input type="checkbox"/> Softball <input type="checkbox"/> Cricket <input type="checkbox"/> Netball <input type="checkbox"/> Tennis <input type="checkbox"/> Other (please state)</p> <p>Please tick the box relating to your activity:</p> <p><input type="checkbox"/> PE Class <input type="checkbox"/> Social <input type="checkbox"/> Interschool Competition <input type="checkbox"/> Preseason training <input type="checkbox"/> Intraschool Competition <input type="checkbox"/> Regular season training <input type="checkbox"/> Regional Competition <input type="checkbox"/> Practice match <input type="checkbox"/> State Competition <input type="checkbox"/> Interschool sport</p> <p>What items will be taken onto sportsground/reserve: <input type="text"/></p> <p>Do you need access to public toilets? <input type="radio"/> Yes* <input type="radio"/> No * Subject to reserve amenities.</p> <p>Do you require access to field lighting? <input type="radio"/> Yes** <input type="radio"/> No ** Please be aware that by clicking Yes you acknowledge you an hourly rate for use of any sportsground lighting.</p> <p>Do you require access to change facilities? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Date/s of proposed event: <input type="text"/></p>								
<p>Section C – Public Liability Certificate</p> <p>You will be required to upload this document.</p>	<p>Section C - Public Liability Certificate</p> <p>Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.</p> <p>Upload Certificate <input type="button" value="Browse..."/> No file selected. <input type="button" value="Upload"/></p>								
<p>Sections D and E</p> <p>These sections outline the fees for the booking and the Terms.</p>	<p>Click on the T&C PDF to read. You must do this before you can submit the application.</p> <p>Section D - Bond & Fees</p> <p>Invoice sent on approval of booking</p> <table border="1"> <tr> <td>Bond Community Event on Sportsground - no vehicle access to sportsground required</td> <td>\$0</td> </tr> <tr> <td>Bond Community Event on Sportsground - vehicle access to sportsground required</td> <td>\$1500</td> </tr> <tr> <td>Bond Community Event on Sportsground</td> <td>\$2000</td> </tr> <tr> <td>Total amount payable:</td> <td>\$3500</td> </tr> </table> <p>Section E - Terms and Conditions</p> <p>Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.</p> <p>Terms and Conditions PDF</p>	Bond Community Event on Sportsground - no vehicle access to sportsground required	\$0	Bond Community Event on Sportsground - vehicle access to sportsground required	\$1500	Bond Community Event on Sportsground	\$2000	Total amount payable:	\$3500
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<p>Submit application</p>	<p>Once you have read the Terms and Conditions, you will be able to tick the checkbox to agree to them. This will allow you to submit your application.</p>								

Section E - Terms and Conditions

Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.

[Terms and Conditions PDF](#)

Community Events require an Event Permit in addition to this request for use of a sportsground. Failure to obtain an Event Permit will render any prior approval to use a sportsground invalid. Further information on Event Permits can be found in the attached Terms and Conditions, on Councils website or please contact Council on 5450 2600.

Privacy statement
The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

on behalf of the organisation / group, agree to all terms and conditions.
(Checkbox becomes enabled once the Terms and Conditions PDF is downloaded)

Please note: changes cannot be made after submitting this form.

Casual sportsground application

This booking follows the same guidelines as above, with a couple of different questions to answer.

Casual Sportsground bookings			
Form	Description		
Community event	For booking community events	<input type="button" value="Continue Application"/>	<input type="button" value="Check Availability"/>
Casual sportsground application	For casual bookings of sportsgrounds	<input type="button" value="Continue Application"/>	<input type="button" value="Check Availability"/>

Once your application is submitted

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email and can view the status of your application in the License/Applications tab.