



## ALGER LITTLE ATHLETICS COL BENNETT PARK HIRE APPLICATION FORM

Please complete all parts of the application form below and return the completed form and copies of ALL supporting documentation to the following address no less than 4 weeks prior to the scheduled date of the event:

The Secretary  
Alger Little Athletics Centre  
PO Box 1645  
Sunnybank Hills QLD 4109

Or email to: [secretaryalac@gmail.com](mailto:secretaryalac@gmail.com)

### **PART A:      APPLICANT DETAILS**

**Organisation name:** \_\_\_\_\_

**ABN:** \_\_\_\_\_

**Organisation address:**  
\_\_\_\_\_  
\_\_\_\_\_

**Contact person name:** \_\_\_\_\_

**Contact person role in organisation:** \_\_\_\_\_

**Contact person phone number:** \_\_\_\_\_

**Contact person email:** \_\_\_\_\_

**Do you have authority to make this application on behalf of the Applicant?**

Yes

No

**Does the Applicant hold public liability insurance?**

Yes

No

*Please specify value of insurance:*

\_\_\_\_\_



**PART B: REASONS FOR HIRE AND REQUIREMENTS:**

**PURPOSE OF HIRE:**

*Please specify in detail eg. School athletics  
carnival / cross country event*

---

**REQUIRED DATE/S:**

---

**REQUIRED TIME:** *eg. 9am to 5pm – please  
ensure that any set up time is included*

---

**NUMBER OF ANTICIPATED  
PARTICIPANTS:**

---

**WILL FOOD / BEVERAGES BE  
PROVIDED DURING EVENT?**

Yes  No

**WILL RUBBISH BINS BE REQUIRED?**

Yes  No

**WILL ALCOHOL BE SERVED?**

Yes  No

**WILL LIGHTING BE REQUIRED?**

*NB. This will incur an additional cost of  
approximately \$80/hr of use.*

Yes  No

**WILL A LOUDSPEAKER OR OTHER  
AMPLIFIED NOISE (EG. MUSIC) BE  
USED DURING THE EVENT?**

Yes  No

*If yes, please provide details:*

---

**PART C: ADDITIONAL EQUIPMENT AND FACILITIES**

*Do you require any of the following (please tick):*

**Canteen facilities:**

*NB. Availability of canteen facilities is dependent upon  
availability of members of Alger Little Athletics Centre  
to operate it, and they may not always be available.*

Yes  No

**Electronic timer:** *NB. Availability of electronic  
timer is dependent upon availability of members of  
Alger Little Athletics Centre to operate it*

Yes  No

**Toilets:**

Yes  No

**Power:**

Yes  No

**High-jump mats:**

Yes  No

**Long jump pit:**

Yes  No

**Discus nets:**

Yes  No

**Shot put circle:**

Yes  No

**Athletic equipment:**

Yes  No

*Please specify eg. 3 x 1kg shot puts*

*Please note that hire of equipment will incur  
additional fees*

---

**Officials:** *NB. Availability of officials is dependent  
upon availability of members of Alger Little Athletics  
Centre*

Yes  No

*Please specify eg. Shot put chief*

*Please note that provision of officials will incur  
additional fees*

---



## **PART D:            CONDITIONS OF APPLICATION AND HIRE OF GROUNDS**

1.     The lodgment of this application does not create any agreement to hire Col Bennett Park (the **Grounds**), nor does it guarantee that the application will be accepted. Alger Little Athletics Centre (the **Centre**) may, at its absolute discretion, refuse any application to hire the Grounds, having regard to, but not limited to:
  - (a)    The purpose for which the Grounds are to be hired as stated in Part B of this application (**Proposed Use**);
  - (b)    Any potential conflict with the terms of the Centre's existing lease agreement with Brisbane City Council for the Grounds;
  - (c)    Any refusal by Brisbane City Council under the terms of the Centre's existing lease agreement with respect to the use of the Grounds;
  - (d)    Previous use of the Grounds by the Applicant, including past non-payment of fees; and
  - (e)    Any conflict with an existing agreement to hire the Grounds on the same date.
2.     At the Centre's discretion, the Applicant may be required to sign an agreement with the Centre before the event, which will, amongst other things, include these conditions and the terms of use of the Grounds (**Agreement**).
3.     Where no Agreement signed, the Applicant agrees to be bound by these conditions at all times upon acceptance of the application by the Centre.
4.     The Grounds must only be used for the Proposed Use and for no other purpose.
5.     The Grounds may only be used by the Applicant and the Applicant's Guests on the dates and times specified in Part B of this application, or as otherwise authorised in writing by the Centre.
6.     The Applicant may not sub-hire or sub-let the Grounds to any other person or entity.
7.     All fees associated with the use of the Grounds, hire of officials and equipment, and any levies, must be fully paid to the Centre no less than 7 days before the commencement of the Proposed Use.
8.     The Applicant must follow any reasonable direction given by a Committee Member of about the use of the Grounds at all times.
9.     Parking is not permitted within the Grounds or on the footpaths / road reserves adjoining the Grounds.
10.    The Applicant agrees to use the Grounds at its own risk.
11.    The Applicant must not:
  - (a)    allow any activity or thing on or near the Grounds which may be illegal, or a nuisance, disturbance or annoyance to any reasonable person;
  - (b)    use any form of light, power or heat other than electric current or gas supplied through meters on the Grounds;
  - (c)    use any flammable substance on the Grounds;
  - (d)    use the toilets, drains and other plumbing facilities on the Grounds for any purpose other than those for which they were constructed;



- (e) cause rubbish or litter to accumulate or be left on the Grounds, other within designated areas (eg rubbish bins);
  - (f) destroy, damage or remove any tree or shrub on the Grounds;
  - (g) carry out any earthworks on the Grounds;
  - (h) interfere with any services to the Grounds.
12. The Applicant is responsible for the Applicant's guests and any other users of the Grounds during the Proposed Use, and must not cause, whether directly or indirectly, any damage to the Grounds whether as a consequence of the Proposed Use or otherwise.
13. The Applicant is liable for any damage caused to the Grounds during or as a consequence of the Proposed Use, whether such damage is caused by the Applicant's Guests or otherwise, and must rectify any damage at its own expense, as directed by the Centre, within a reasonable timeframe at the conclusion of the Proposed Use.
14. The Applicant must hold all necessary insurance, including Public Liability Insurance, for the Proposed Use.
15. The Applicant is responsible for any other approvals, permits, licenses or consents as may be required to be obtained for the Proposed Use from Council or any other entity.
16. At the conclusion of the Proposed Use, the Applicant must, at the Applicant's own expense:
- (a) leave the Grounds, including toilets, canteen, sheds and amenities, in a clean and tidy state;
  - (b) return all Equipment to the Centre;
  - (c) remove all of the Applicant's property from the Grounds; and
  - (d) make good any damage to the Grounds as a consequence of the Proposed Use.
17. In the event that Grounds are not returned to the condition they were in immediately before the commencement of the Proposed Use, the Applicant may be required, at the Centre's sole discretion, to reimburse the Centre the cost of cleaning and restoring the Grounds to the state that they were in immediately before the commencement of the Proposed Use and / or any cleaning levy which has been paid will be forfeited to the Centre.
18. The Centre may, at its absolute discretion, require the payment of a levy for the use of the Grounds which will be returned within 14 days of the conclusion of the Proposed Use provided that the terms of the Agreement have not been breached.
19. The Applicant indemnifies and will keep indemnified the Centre, Committee Members and Centre Members against any loss, damage, liability claims, penalties, payments, costs, charges and expenses directly or indirectly arising from the use of the Grounds or the Proposed Use.

## Equipment

20. The Applicant acknowledges and accepts that any equipment hired to it by the Centre, including that equipment specified in Part C of this application (**Equipment**), is only to be used for the Proposed Use and for no other purpose.
21. The Applicant is responsible for all Equipment provided to it by the Centre.



22. All Equipment must be returned to the Centre upon the immediate conclusion of the Proposed Use.
23. The Applicant is liable for, and must reimburse the Centre for:
  - (a) Any damage caused to the equipment; and
  - (b) Any Equipment which is not returned to the Centre at the conclusion of the Proposed Use.
24. For the purpose of these conditions, '**Applicant's guests**' includes the Applicant's directors, shareholders, employees, officers, agents, servants, employees, contractors, subcontractors, invitees, customers, visitors and guests.

**PART E:           ACKNOWLEDGMENT BY APPLICANT**

By signing this form as the Applicant / on behalf of the Applicant, I confirm that:

- (a) The contents of this application are true and correct;
- (b) I agree to enter into a hire agreement with the Centre upon the acceptance of this application by the Centre if required;
- (c) I have read and understood the conditions set out in Part D, and agree to be bound by them; and
- (d) I have authority to submit this form on behalf of the Applicant.

Signature:

\_\_\_\_\_

Name of Applicant:

\_\_\_\_\_

Date signed:

\_\_\_\_\_

**PART F:           SUPPORTING DOCUMENTATION**

Please provide copies of the following documents at the time of lodgment of this Application:

Certificate of Currency for Public Liability Insurance specifying the sum insured. *Minimum insured value of \$20,000,000*            Yes            No

*NB. Not required for school events*

Certificate of currency for Workers Compensation            Yes            No

*NB. Not required for school events*

**PART G:           FEES PAYABLE**

Please contact the Centre to determine the fees payable for the Proposed Use, including the cost of hiring equipment and the cleaning levy. For schools who wish to hire the Grounds for athletics events and / or cross-country events, the fees payable will be a \$500 per day hire fee plus a \$500 cleaning levy. The cleaning levy will be refunded subject to the Grounds being left in a clean and tidy state at the conclusion of the Proposed Use.