

Apex Park Community Facility Application form (Schedule A)

Civic Centre
165 Sir Donald Bradman Drive
Hilton, SA 5033
Tel: 08 8416 6333
Email: info@wtcc.sa.gov.au
SMS: 0429 205 943
Web: westtorrens.sa.gov.au



1. Introduction

The Apex Park Community Facility is located at the Apex Park reserve, 616 Burbridge Road, West Beach.

Key features:

- large hall area with outlook to Apex Park reserve and playground
- kitchen and servery area
- bus drop off access.
- car parking facility for 50 cars.

2. Criteria for room hire

We do not take tentative bookings and any returned application form will be processed and confirmed if the date is available. After this, cancellation fees in line with the cancellation policy will apply.

Council will assess the applications against the following selection criteria:

- For community hire fees, the organisation must provide an activity that benefits the residents of the City of West Torrens.
- The facility is suited to the proposed activities and programs.
- The organisation has a current Public Liability Insurance policy for its proposed activity/event/function.
- The organisation has no outstanding debt from previous usage of any other community facilities.

The fee structure will be based on category of user and their use:

- A: City of West Torrens' community based groups or provision of services for the community when no fees or charges are involved.**
- B: Community groups or provision of services for the community with or without fees or charges.**
- C: Corporate, government or private hire.**

Please note:

All hires from 5pm Friday until 8am Monday are considered private hire and the appropriate fee will apply. Requests to waive fees will not be considered.

Fees for hire will be set by the City of West Torrens and reviewed on an annual basis in line with Council's *'Fees and Charges Policy'*.

As the needs and goals of those sharing the community facility are varied, Council will establish the priorities for best use of the Thebarton Community Centre by a community development approach and within administrative requirements.

You may return your completed application form and signed terms and conditions to:

In person or by post

City of West Torrens
165 Sir Donald Bradman Drive
Hilton SA 5033

Via email to

Email: info@wtcc.sa.gov.au

3. Application to hire Apex Park Community Facility					
<input type="checkbox"/> Organisation			<input type="checkbox"/> Individual		
Name:			First name:		
Contact person:			Last name:		
Postal address:			Postal address:		
Suburb:		Post code:		Suburb:	
Post code:		Post code:		Post code:	
Phone:			Mobile:		
Email:					
Bond return options:					
Do you/your organisation already have an active booking with Thebarton Community Centre and the Centre has retained your bond payment? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Electronic funds transfer: <input type="checkbox"/> Yes <input type="checkbox"/> No		Bank BSB:		Account no:	
OR cheques made payable to:					
2. Area/s required (please tick appropriate boxes)					
<input type="checkbox"/> Apex Hall					
<input type="checkbox"/> Kitchen/Servery					
3. Booking date: / / to / /					
3a. Required day/s and time/s					
Note: Set-up and pack-down are responsibility of the hirers and must be completed within your allocated time frames. Access to the building outside the times you have booked is not permitted.					
Monday	From	am/pm	to	am/pm	
Tuesday	From	am/pm	to	am/pm	
Wednesday	From	am/pm	to	am/pm	
Thursday	From	am/pm	to	am/pm	
Friday	From	am/pm	to	am/pm	
Saturday	From	am/pm	to	am/pm	
Sunday	From	am/pm	to	am/pm	
4. How many people are likely to attend the event?					
5. Regular bookings (complete if intending to hire the facility on a regular basis).					
5a. Is your group currently incorporated under the Association of Incorporation Act?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide your Association Number and proof of your Incorporation (if not for profit):					
5b. Do you have an Australian Business Number (ABN):					
5c. Do you have public liability insurance?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, level of cover and policy number:					

5d. How regularly does your group meet?				
<input type="checkbox"/> Weekly	<input type="checkbox"/> Fortnightly	<input type="checkbox"/> Monthly	<input type="checkbox"/> Bi monthly	
<input type="checkbox"/> Other (please state)				
5e. Do you require use of the facility during:		<input type="checkbox"/> School holidays	<input type="checkbox"/> Public holidays	
5f. If you have a website, please provide the address:				
5g. What age range does your group cater for?				
<input type="checkbox"/> Children	<input type="checkbox"/> Youth	<input type="checkbox"/> Adults	<input type="checkbox"/> Seniors	<input type="checkbox"/> All ages
6. Select the type of activity/event you intend to hold at the Centre.				
<input type="checkbox"/> Birthday party	<input type="checkbox"/> Social gathering	<input type="checkbox"/> Christening	<input type="checkbox"/> Wedding	<input type="checkbox"/> Engagement
<input type="checkbox"/> Meeting	<input type="checkbox"/> Conference	<input type="checkbox"/> Training	<input type="checkbox"/> Promotions	<input type="checkbox"/> Other
Provide details:				
7. How will the community of West Torrens benefit from the activities provided by your group?				
8. Are your planned activities open to the general public (as opposed to members only)? <input type="checkbox"/> Yes <input type="checkbox"/> No				
9. Will you or your organisation charge a fee or entrance levy for the event (includes participation, membership, activities etc): <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, which are applicable:				
<input type="checkbox"/> Per attendance \$	<input type="checkbox"/> Annual fee \$	<input type="checkbox"/> Refreshments only \$		
10. Are you or your organisation in receipt of external funding (eg grants/sponsorship): <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please detail:				
11. Will you or your organisation provide, sell or consume alcohol during this event? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Note: You will need to provide the appropriate liquor licence at least 14 days before the event.				
4. Declaration				
I hereby acknowledge that I have read and understood the 'Schedule C' 'Apex Park Community Facility Terms and Conditions' and 'Schedule D' additional terms and conditions (if deemed to be a High Risk function).				
I understand that:				
<ul style="list-style-type: none"> • My group and I are responsible for ensuring that the premises are left as they were found (clean and tidy). • My group and I are responsible for any loss or damage to the facility and its contents and agree to pay any costs incurred as a result of that loss or damage. • We do not take tentative bookings and any returned application form will be processed and confirmed if the date is available. After this, cancellation fees in line with the cancellation policy will apply. 				
Signature of applicant:			on behalf of:	
Date:				

Office use only	
Name of group/organisation:	
Contact name:	
Booking commencement date:	/ / 20
Booking completion date:	/ / 20
Fee category A: Community based groups or provision of services for the community when no fees or charges are involved. B: As above, but fees or charges for participants. C: Corporate, government or private hire.	
Alcohol: <input type="checkbox"/> Yes <input type="checkbox"/> No	Liquor licence required: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do we have a copy of the liquor licence? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Do we have a copy of the public liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Security required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Agency: No. of staff:
Catering: <input type="checkbox"/> Externally provided	<input type="checkbox"/> Use of kitchen/bar facilities <input type="checkbox"/> Cooking on site (eg use of barbecue)
Approved by (name)	
Approved by (signature)	
Approval date:	
Hirer notified by (name):	Signature:
Date hirer was notified:	
Comments:	