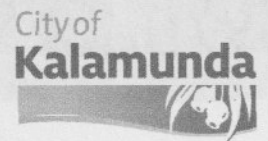


Seasonal Reserve Hire

Application Form



Organisation Details

Organisation Name Kalamunda/Lesmurdie Little Athletics Club Inc.

Club Postal Address 168 Orange Valley Road Kalamunda

Email hello@kllac.tidymail.co

Website https://kllac.tidyhq.com/

Do you have current Public Liability Insurance? Yes ☒ No ☐

Please provide/advise if already provided updated copy of insurance

Our Club is awaiting a copy of the seasons insurance cover from our affiliated centre.

Committee Details

Position	Name	Phone	Email
President	Shane Scott	0488546109	president@kllac.tidymail.co
Vice President	Bryan Dalgleish	0401231394	badalgleish@hotmail.com
Treasurer	Stephanie Mania	0417462888	treasurer@kllac.tidymail.co
Secretary	Calie Ferrari	0417656190	secretary@kllac.tidymail.co
Grounds Person	Matt Davey		mattdavey@westnet.com.au
Registrar	Holly Croft	400937966	registrar@kllac.tidymail.co

Pre-Season

Fees & Charges 2025/26

Rectangular/Diamond \$15.50 per hour | Cricket/AFL Oval \$31.00 Seniors only charge

As per City Fees and Charges for 2025/2026 adopted by Council June 2025.

All Clubs must book City reserves for pre-season use. This includes, but is not limited to, training, trials, and pre-season games. Please Note: No boots or studs shall be worn for pre-season training or trials.

Reserve/s

Number of fields

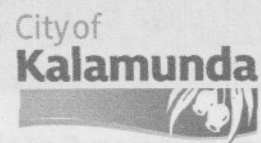
Number of ovals

Pre-Season Start Date

Pre-Season Finish Date

Seasonal Reserve Hire

Application Form



DAY	TRAINING TIMES e.g. 5:00pm - 8:00pm	FLOODLIGHT TIMES e.g. 6:00pm 8:00pm	PLEASE TICK:	
			Seniors	Juniors
Mondays			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesdays			<input type="checkbox"/>	<input type="checkbox"/>
Wednesdays			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thursdays			<input type="checkbox"/>	<input type="checkbox"/>
Fridays			<input type="checkbox"/>	<input type="checkbox"/>
Saturdays			<input type="checkbox"/>	<input type="checkbox"/>
Sundays			<input type="checkbox"/>	<input type="checkbox"/>

Regular Season

Season

Reserve ☐ Cricket Nets ☐

Summer ☐ Winter ☐

Please advise which reserve: Kostera Oval

Training start date

Fixture start date:

22 September 2025

Regular season finish date

Finals finish date:

22 March 2026

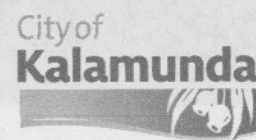
Special events/Club functions (outside of scheduled fixtures): e.g. wind ups, sponsor days, NAIDOC week, Grand Finals etc.

Please provide approximate dates or time frames if not confirmed. Please notify City if new events are organised during the season.

Note: Special/major events may require an Event application Form and subsequent approval.

Seasonal Reserve Hire

Application Form



Reserve Usage Policy

- Preference will be given to organisations who have previously accessed the Reserve, subject to the activity suitability.
- A two-week reserve maintenance program is scheduled between seasons. Reserves may not be available for this period with consideration given to the nature of use and the expected wear and tear on the reserve, and the recognised maximum usage amount of 25 hours per week.

Reserve Usage

DAY	TRAINING TIMES e.g. 5:00pm - 8:00pm	FLOODLIGHT TIMES* e.g. 6:00pm 8:00pm	PLEASE TICK:	
			Seniors	Juniors
Mondays	3.00pm - 7pm	6.00pm-7.00pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tuesdays			<input type="checkbox"/>	<input type="checkbox"/>
Wednesdays	5.00pm- 7pm	6.00pm-7.00pm	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thursdays			<input type="checkbox"/>	<input type="checkbox"/>
Fridays			<input type="checkbox"/>	<input type="checkbox"/>
Saturdays			<input type="checkbox"/>	<input type="checkbox"/>
Sundays			<input type="checkbox"/>	<input type="checkbox"/>

*Cut off time for lights is 10:00pm, unless written acceptance by the City upon application.

Fees & Charges

- » Your club will be invoiced on the number of players you have participating, according to fees as per the City's Fees and Charges
- » During the season the City will request player numbers and seek confirmation with the relevant SSA.
- » Use of reserves by juniors (17 years of age and under) will be subsidised 100% for City of Kalamunda based clubs.

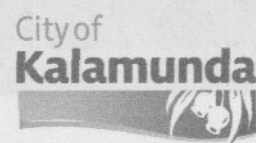
2025/26 Seasonal Hire Charge – Seniors (18+):

3 sessions per player per week (training twice a week and home games)	\$104.00
2 sessions per player per week (training once a week and home games)	\$78.00
1 session per player per week (no training, home games only)	\$52.00
Short season/Inclusive /Social/Off-season competition (1 session per week)	\$30.50
Short season/Inclusive /Social/Off-season competition (2 session per week)	\$51.50
Juniors (under 18)	No charge
Rectangular field/Diamond	\$15.50 per hour
Full Oval (Cricket/AFL)	\$31.00 per hour

*Please see Reserve Hire Pack for further details and description of Seasonal Hire Charges.

Seasonal Reserve Hire

Application Form



Conditions of Hire

Application Process

1. Hirers must apply for the booking of reserves through the City of Kalamunda by completing the prescribed application form and noting the Conditions of Hire. The City will presume acceptance of the hire conditions as stipulated on the form upon receipt of a signed forms from the hirer.
2. Seasonal hirers will be invoiced shortly after the commencement of the season when player numbers are confirmed by a nominated club representative. In the event fees are outstanding from the previous season, bookings will NOT be considered for the current season.
3. We require the booking form 4 weeks prior to the season to secure and confirm your booking.
The seasons are defined as follows:

» **WINTER SEASON** from the second Saturday in April to the last Sunday in September

» **SUMMER SEASON** from the second Saturday in October to the last Sunday in March

The two-week break between seasons is used for necessary ground maintenance, giving your club the best possible ground to play on.

NOTE: These dates may have to change depending on the type/duration of any maintenance works.

The City reserves the right to request access to a reserve at any time to undertake required turf maintenance.

Clubs must also acknowledge from time to time, major redevelopments or renewal works may occur on reserves, making them unavailable. Where possible, sufficient notice will be given and alternative reserves proposed.

4. If your club is intending to host a large event or fixture that will attract more than the normal number of spectators to the ground you are required to contact the City's Events Officer on 9257 9833 to assess what arrangements will need to be put in place to manage matters such as parking and waste, and to gain City approval. This is also to ensure that all other user groups of the venue are considered and notified.
5. Seasonal users are not permitted to sub lease their area to other user groups or personal trainers.
All reserve bookings must be managed and controlled by the City.
6. Out of season training, matches/competitions or other

events are not considered 'club fixtures', and must be booked additionally and will incur a casual booking charge.

7. The public shall have free access to the recreational reserve on which the hired sports reserve is located, other than access to the reserve itself when such is being used by the hirer during such times that are specified in the City's approval to the seasonal hire.
8. Please Note: No boots or studs shall be worn for pre-season training or trials

Risk Management / Insurance

9. It is strongly recommended that all groups using City reserves obtain adequate insurances including public liability insurance.
10. Hirers have a duty of care to ensure they take all reasonable steps to provide a safe event or activity for the participants at the booked reserve.
11. Clubs must provide a Certificate of Currency with their booking form.
12. Hold Harmless – The hirer agrees to hold the City harmless for any liability arising.

Liquor Licence / Consumption

13. The hirer of any reserve MUST comply with the provisions of the and any other relevant Acts in force. The Department of Racing, Gaming and Liquor is responsible for administering the Liquor Control Act 1988.

For more information visit

dlgsc.wa.gov.au/racing-gaming-and-liquor

14. Functions and events on the actual reserves involving the consumption of liquor which requires an extension of the Clubs regular licence MUST receive written approval from the City.
15. Please ensure that City of Kalamunda Property Services has a copy of your licence as per the terms of lease agreement.

Ground & Marking Conditions

16. Sprinklers and pipes on reserves are not to be removed or interfered with in any way. Any hirer found guilty of this will be charged for the reinstatement costs and/or repairs.

Seasonal Reserve Hire

Application Form



17. Pointed objects are NOT to be driven into the surface of any reserve unless approval is received in writing from the City e.g. the erection of star pickets, tent pegs etc. The spikes or pegs must be made of plastic or a material of similar composition.

18. Reserves shall only be marked with materials approved by the City of Kalamunda. Lime, creosote, herbicide and oil **ARE NOT TO BE USED UNDER ANY CIRCUMSTANCES FOR MARKING RESERVES. HIRERS WILL BE LIABLE FOR ANY DAMAGE CAUSED BY USING PROHIBITED MATERIALS**

19. Bouncy castles shall comply with the requirements of AS3533 including public liability insurance, work safe accreditation and latest maintenance checks/logs for all amusement rides to be provided to City at least 7 days prior.

20. Reserves shall not be marked for pre-season matches unless discussed with the City and the in- season sporting club. Hirers will be liable for any damage caused by using prohibited materials.

Floodlight Usage

21. All user groups/hirers must cover usage costs of electricity power consumption.

Parking and Litter

22. Under no circumstances is parking allowed on any reserve except in the areas allocated for that purpose. If the hirer requests a reserve to be used for parking, first written approval must be obtained from the City.

23. All areas are to be left clean and tidy at the conclusion of each hire period. It is the hirer's responsibility to provide additional bins or have rubbish removed from the venue if a function/ activity generates an excessive amount of rubbish.

Damage/Resident Complaints

24. The hirer must be mindful of residents in the immediate vicinity. Any complaints received by the City will be investigated.

25. The hirer of any part or parts of a reserve shall maintain and keep good order and decent behaviour within the reserve, and shall be solely and entirely responsible for the carrying out and compliance of the Local Laws and for any damage arising to the buildings, fixtures, fittings, furniture etc. and shall pay such damages as may be assessed by the City. All equipment brought onto the reserve must be removed at the end of the hire period.

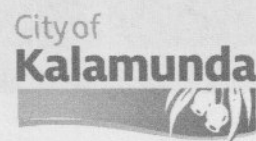
26. The hirer will not destroy, damage or interfere with any property owned by or vested in the City.

27. The hirer shall not remove, damage, deface, mark or alter any sign, notice, flag or other specified indicator.

28. Non-compliance of any City of Kalamunda Conditions of Hire may result in the review of usage rights as authorised by the Manager Community Development and may jeopardise future use of any of the City's reserves and facilities.

Seasonal Reserve Hire

Application Form



Release from Indemnity and Acceptance of Conditions of Hire

For the purpose of being allowed to participate in the activities at City of Kalamunda Reserves, on behalf of our organisation, I agree to sign and be bound by this acknowledgment of release. Exercise is demanding and there are innate risks associated with these activities. I recognise that participating in recreational activities at the City of Kalamunda Reserves may cause serious injury, paralysis or death. Participation is at my own risk and I release the irrevocably indemnity the City of Kalamunda, its staff, council, servants and against any action or claim arising from participation at the City of Kalamunda Reserves.

I accept and acknowledge the Reserve Conditions of Hire.

I agree that the information declared above is true and correct and I have read and understand that my rights are limited by this release.

Name

Shane Scott

Signature

A handwritten signature in black ink, appearing to read "Shane Scott", written over a light blue horizontal line.

Position

President

Date

18/8/25

Please return your completed form to the Club Development Officer

EMAIL sport@kalamunda.wa.gov.au

IN PERSON City Administration Office, 2 Railway Road, Kalamunda

Your booking will be confirmed by return email once staff have checked availability and booking form returned in full.