

Physical Activities Booking Form

email form to Ballina Shire Council • e communityspaces@ballina.nsw.gov.au
 t 02 6687 6291 • w communityspaces.com.au



This form is to be used for bookings where 1 or more attendees will participate in an activity that may present a risk to attendees. This may include, but is not limited to, exercise classes, sporting activities, dancing, performing, food service, or using any machinery or apparatus that may present a risk to attendees.

Hirer Details

Account Name and Department (if applicable)	Purchase Order	Account Number (if known)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Booking/Function/Event Name		
<input type="text"/>		
Booking Contact (First and Surname)	Mobile Phone	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
On Site Contact (First and Surname)	Mobile Phone	E-Mail
<input type="text"/>	<input type="text"/>	<input type="text"/>

Booking Times and Dates

Number of Participants	Room Access Time	Arrival Time	Pack Up Time	Departure Time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Date of Booking	Last Date of Booking	Regularity of Booking	<input type="checkbox"/> Single Meeting	<input type="checkbox"/> Fortnightly
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly	<input type="checkbox"/> School Holidays
Days of Booking	<input type="checkbox"/> Monday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Friday	<input type="checkbox"/> Sunday
	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Public Holidays
Other (details of recurring bookings)				
<input type="text"/>				

Space Requirements

Lennox Head Cultural and Community Centre

- 1 Meeting Room
- 2 Meeting Rooms
- 3 Meeting Rooms
- Activity Room
- CWA Hall
- Childrens Area
- Health Care Office
- Park Lane Theatre

Kentwell Community Centre

- The Foyer
- Interview Room 1
- Interview Room 2
- Meeting Room 1
- Meeting Room 2
- Combined Meeting Rooms

Jingi Wahla Rooms: Ballina Surf Club

- Function Room 1: The Jullum Room
- Function Room 2: The Gawandi Room
- Function Room 3: The Dirrawong Room
- Combined Rooms 1&2
- Combined Rooms 1,2 &3

Alstonville Leisure and Entertainment Centre (ALEC)

- Sports Hall
 - Multi-Function Hall
 - Meeting Room
- ### Regional Halls
- North Lakes Public Hall
 - Pimlico Hall
 - The Richmond Room

Furniture/Equipment Requirements - *please specify number needed (no charge)*

Chairs

Tables

White Board

Site Specific Equipment is Available to Hire for Each Space, at a Small Cost. Please Ask Our Staff for Details

Activity Details

Briefly outline the activities that you will be undertaking and any special requirements:

Will there be children under the age of 18 participating in the activity?

If Yes, will the activity be supervised by a suitable person with a current Working With Children Check?

Activity Risk Assessment

Please consider and list the Hazards and Risks associated with all activities being undertaken and equipment being used, along with how you plan to control the risk. Our Community Spaces Team are available to meet with you briefly, to run through the activities, hazards and risks. Yet, under Workplace Health and Safety regulations, you are ultimately responsible and liable for the safety of all people who may be affected by the activities that you undertake.

Likelihood	Consequence				
	Insignificant - First Aid, little impact	Minor - Medical attention, possible isolated/short delays to event activities	Moderate - Hospitalisation, delays to event, localised Public Relations needed	Major - Permanent injury, Cancellation of event, Public Relations outside of local area needed	Catastrophic - Death or permanent disability, external investigations
Almost Certain - Expected to happen most times during normal operations	MED	HIGH	HIGH	EXTREME	EXTREME
Likely - Expected to occur at some stage based on evidence of previous incidents	MED	MED	HIGH	HIGH	EXTREME
Possible - Not generally expected to occur under specific circumstances	LOW	MED	HIGH	HIGH	HIGH
Unlikely - Conceivable, but not likely to occur under normal operations, no evidence of previous incidents	LOW	LOW	MED	MED	HIGH
Rare - Only ever occurs under exceptional circumstances	LOW	LOW	MED	MED	HIGH

Use this Matrix to rate the risk after you have implement treatments and controls to reduce the risk. If the risk is High to Extreme, continue to add controls or eliminate the activity to acheive a Low to Medium level of risk. Activities that are not assessed for Risk may not be carried out during your booking.

Risk Assessment for Activities to be Undertaken in a Ballina Shire Council Community Facility

Activity organisers are to ensure that this risk assessment covers all hazards identified with each activity that is specific to your planned use of the space that you have booked.

Name of Activity:		Name of Activity Organiser:	Date of Activity:		
Hazard	Risk Description	Treatments/Controls to be implemented for the activity	Risk Assessment		
			Likelihood	Consequence	Rating

Hazard	Risk Description	Treatments/Controls to be implemented for the activity	Risk Assessment		
			Likelihood	Consequence	Rating

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Hazard	Risk Description	Treatments/Controls to be implemented for the activity	Risk Assessment		
			Likelihood	Consequence	Rating

Agreement

By signing this form, you are agreeing to the following;

I have completed and submitted a Risk Assessment to Ballina Shire Council (as included above).

The hired space will not be used to prepare food and/or serve alcohol (*Please use the "Function/Event Expression of Interest" for such events*). No portion of the space will be sub-let, setting up and packing down of the event will take less than 5 minutes in addition to the time booked

I have read, understood and agree to abide to the Terms Of Business outlined at <http://www.communityspaces.com.au/v1/2-uncategorised/232-terms-conditions>

Public Liability Insurance to a minimum value of \$20,000,000 is held by the hirer, specifically covering the activities that will be undertaken, and a current copy of the insurance has been submitted to Ballina Shire Council's Community Spaces.

I am fully aware that I am responsible for the setting up, packing down and cleaning of the hired space, and that I have booked enough time to complete these tasks. (Failure to do so could result in additional charges for cleaners, Council Staff, or lost bookings)

Signed:

Date:

SUBMIT