

Liberty Swing and/or Changing Places Master Locksmiths Access Keys (MLAK) Key

HIRE FORM



This form is to be completed when hiring a MLAK key to access the Liberty Swing and/or Changing Places located at:

- Bicentennial Park, Chelsea
- Peter Scullin Reserve, Mordialloc
- Bayside Special Developmental School, Moorabbin.

The MLAK Key is to be used for the day only and is to be returned to the location where the key was collected from.

Date of hire: _____

Time MLAK key is to be returned: _____

Contact details:

Name: _____

Organisation (if applicable): _____

Address: _____

Suburb: _____ Postcode: _____

Contact phone number: _____

Email: _____

How did you find out about the Liberty Swing and/or Changing Places?

Word of Mouth

Advertising

Visiting the park/reserve

School

Other: _____

Relationship to Liberty Swing and/or Changing Places user/s:

- User Carer Parent
- Teacher (no. of potential users: _____) Agency (no. of potential users: _____)
- Other (please state): _____
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Conditions of Access to MLAK key, Liberty Swing and/or Changing Places:

The MLAK Key is to be used for the day only and is to be returned to the location where the key was collected from.

Please follow all safety instructions on the Liberty Swing and/or Changing Places to ensure the safety of yourself and others and for maximum enjoyment.

The City of Kingston and, or Bayside Special Developmental School accepts no liability for any loss or damage to any person or their property caused because of access to or use of the Liberty Swing and/or Changing Places, whether the loss or damage is caused by the negligence of Kingston City Council, Bayside Special Developmental School, or by any other means whatsoever.

Only one person is allowed on the swing at any one time. Please ensure the ramp and gate is securely locked following the use of the Liberty Swing, as this is an important part of preventing vandalism.

Please ensure the Changing Places is locked following use of the unit to prevent vandalism.

Please look after the MLAK key, as if you lose it, you will be charged \$10 to replace the key.

I/we agree to the above conditions of use

Signature: _____

Date: _____

To borrow your MLAK Key, please return this form with your payment of \$5 by visiting our customer care centre during business hours:

Kingston City Council
1230 Nepean Hwy
CHELTENHAM

These keys are also available to borrow from the following location during business hours:

Scope Thames Promenade (opposite Bicentennial Park)
Cnr Thames Promenade Scotch Parade
CHELSEA

Please turn over for Privacy Statement

Privacy Statement

Personal information collected by Council is used for municipal purposes as specified in the Local Government Act 1989. The personal information will be held securely and used solely by Council for these purposes and/or directly related purposes. Council may disclose this information to other organisations if required or permitted by legislation. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and/or correction should be made to Council's Privacy Officer. A full copy of our Privacy Policy may be obtained from the Kingston website: <http://www.kingston.vic.gov.au> or from one of our Customer Service Centres.

Office use only:

Location key hired from: _____ MLAK key tag number: _____

MLAK key returned? Yes No

Time key returned: _____