

TENNIS COURT FACILITIES 2024 REGULAR AND COACHING HIRE

SECTION 1 – CONTACT INFORMATION

Business name: (if applicable)	
Applicant:	Name:
Contact Number:	
Postal Address:	
Email Address:	
Estimated number of participants:	Male: _____ Female: _____

SECTION 2 – ALTERNATE CONTACT INFORMATION

Contact	Name:
Contact Number:	
Email Address:	

SECTION 3 – BOOKING REQUEST DETAILS

Name of Tennis court complex:			Court/s:
Hiring dates:	Start Date:	End Date:	
Frequency of hire:	Weekly / Fortnightly / Monthly – please highlight		
Details	Start	Finish	Activity
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Name of Tennis court complex:			Court/s:
Hiring dates:	Start Date:	End Date:	
Frequency of hire:	Weekly / Fortnightly / Monthly – please highlight		
Details	Start	Finish	Activity
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Section 4 – Booking request calendar 2024

Please tick in the box to the left of every required date of hire

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Jan 2024	2 Jan 2024	3 Jan 2024	4 Jan 2024	5 Jan 2024	6 Jan 2024
7 Jan 2024	8 Jan 2024	9 Jan 2024	10 Jan 2024	11 Jan 2024	12 Jan 2024	13 Jan 2024
14 Jan 2024	15 Jan 2024	16 Jan 2024	17 Jan 2024	18 Jan 2024	19 Jan 2024	20 Jan 2024
21 Jan 2024	22 Jan 2024	23 Jan 2024	24 Jan 2024	25 Jan 2024	26 Jan 2024	27 Jan 2024
28 Jan 2024	29 Jan 2024	30 Jan 2024	31 Jan 2024	1 Feb 2024	2 Feb 2024	3 Feb 2024
4 Feb 2024	5 Feb 2024	6 Feb 2024	7 Feb 2024	8 Feb 2024	9 Feb 2024	10 Feb 2024
11 Feb 2024	12 Feb 2024	13 Feb 2024	14 Feb 2024	15 Feb 2024	16 Feb 2024	17 Feb 2024
18 Feb 2024	19 Feb 2024	20 Feb 2024	21 Feb 2024	22 Feb 2024	23 Feb 2024	24 Feb 2024
25 Feb 2024	26 Feb 2024	27 Feb 2024	28 Feb 2024	29 Feb 2024	1 Mar 2024	2 Mar 2024
3 Mar 2024	4 Mar 2024	5 Mar 2024	6 Mar 2024	7 Mar 2024	8 Mar 2024	9 Mar 2024
10 Mar 2024	11 Mar 2024	12 Mar 2024	13 Mar 2024	14 Mar 2024	15 Mar 2024	16 Mar 2024
17 Mar 2024	18 Mar 2024	19 Mar 2024	20 Mar 2024	21 Mar 2024	22 Mar 2024	23 Mar 2024
24 Mar 2024	25 Mar 2024	26 Mar 2024	27 Mar 2024	28 Mar 2024	29 Mar 2024	30 Mar 2024
31 Mar 2024	1 Apr 2024	2 Apr 2024	3 Apr 2024	4 Apr 2024	5 Apr 2024	6 Apr 2024
7 Apr 2024	8 Apr 2024	9 Apr 2024	10 Apr 2024	11 Apr 2024	12 Apr 2024	13 Apr 2024
14 Apr 2024	15 Apr 2024	16 Apr 2024	17 Apr 2024	18 Apr 2024	19 Apr 2024	20 Apr 2024
21 Apr 2024	22 Apr 2024	23 Apr 2024	24 Apr 2024	25 Apr 2024	26 Apr 2024	27 Apr 2024
28 Apr 2024	29 May 2024	30 Apr 2024	1 May 2024	2 May 2024	3 May 2024	4 May 2024
5 May 2024	6 May 2024	7 May 2024	8 May 2024	9 May 2024	10 May 2024	11 May 2024
12 May 2024	13 May 2024	14 May 2024	15 May 2024	16 May 2024	17 May 2024	18 May 2024
19 May 2024	20 May 2024	21 May 2024	22 May 2024	23 May 2024	24 May 2024	25 May 2024
26 May 2024	27 May 2024	28 May 2023	29 May 2023	30 May 2023	31 May 2024	1 Jun 2024
2 Jun 2024	3 Jun 2024	4 Jun 2024	5 Jun 2024	6 Jun 2024	7 Jun 2024	8 Jun 2024
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16 Jun 2024	17 Jun 2024	18 Jun 2024	19 Jun 2024	20 Jun 2024	21 Jun 2024	22 Jun 2024
23 Jun 2024	24 Jun 2024	25 Jun 2024	26 Jun 2024	27 Jun 2024	28 Jun 2024	29 Jun 2024
30 Jun 2024	1 Jul 2024	2 Jul 2024	3 Jul 2024	4 Jul 2024	5 Jul 2024	6 Jul 2024
7 Jul 2024	8 Jul 2024	9 Jul 2024	10 Jul 2024	11 Jul 2024	12 Jul 2024	13 Jul 2024
14 Jul 2024	15 Jul 2024	16 Jul 2024	17 Jul 2024	18 Jul 2024	19 Jul 2024	20 Jul 2024
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1 Sep 2024	2 Sep 2024	3 Sep 2024	4 Sep 2024	5 Sep 2024	6 Sep 2024	7 Sep 2024
8 Sep 2024	9 Sep 2024	10 Sep 2024	11 Sep 2024	12 Sep 2024	13 Sep 2024	14 Sep 2024
15 Sep 2024	16 Sep 2024	17 Sep 2024	18 Sep 2024	19 Sep 2024	20 Sep 2024	21 Sep 2024
22 Sep 2024	23 Sep 2024	24 Sep 2024	25 Sep 2024	26 Sep 2024	27 Sep 2024	28 Sep 2024
29 Sep 2024	30 Sep 2024	1 Oct 2024	2 Oct 2024	3 Oct 2024	4 Oct 2024	5 Oct 2024
6 Oct 2024	7 Oct 2024	8 Oct 2024	9 Oct 2024	10 Oct 2024	11 Oct 2024	12 Oct 2024
13 Oct 2024	14 Oct 2024	15 Oct 2024	16 Oct 2024	17 Oct 2024	18 Oct 2024	19 Oct 2024
20 Oct 2024	21 Oct 2024	22 Oct 2024	23 Oct 2024	24 Oct 2024	25 Oct 2024	26 Oct 2024
27 Oct 2024	28 Oct 2024	29 Oct 2024	30 Oct 2024	31 Oct 2024	1 Nov 2024	2 Nov 2024
3 Nov 2024	4 Nov 2024	5 Nov 2024	6 Nov 2024	7 Nov 2024	8 Nov 2024	9 Nov 2024
10 Nov 2024	11 Nov 2024	12 Nov 2024	13 Nov 2024	14 Nov 2024	15 Nov 2024	16 Nov 2024
17 Nov 2024	18 Nov 2023	19 Nov 2024	20 Nov 2024	21 Nov 2024	22 Nov 2024	23 Nov 2024
24 Nov 2024	25 Nov 2024	26 Nov 2024	27 Nov 2024	28 Nov 2024	29 Nov 2024	30 Nov 2024
1 Dec 2024	2 Dec 2024	3 Dec 2024	4 Dec 2024	5 Dec 2024	6 Dec 2024	7 Dec 2024
8 Dec 2024	9 Dec 2024	10 Dec 2024	11 Dec 2024	12 Dec 2024	13 Dec 2024	14 Dec 2024
15 Dec 2024	16 Dec 2024	17 Dec 2024	18 Dec 2024	19 Dec 2024	20 Dec 2024	21 Dec 2024
22 Dec 2024	23 Dec 2024	24 Dec 2024	25 Dec 2024	26 Dec 2024	27 Dec 2024	28 Dec 2024
29 Dec 2024	30 Dec 2024	31 Dec 2024				

Public holidays	School Holidays	Please note these dates of hire are available to be included in your EOI application, this is general advice to assist your with planning your program/bookings.
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Signed: _____ Date: _____

SECTION 5 – ATTACHMENTS (COACHING USE ONLY)

I have attached the following documents:

<input type="radio"/>	<p>\$20 million Public Liability Insurance - 1 page Certificate of Currency to be provided</p> <p>Please note that your application will not be accepted without a certificate of currency. When this expires during the year hirers must supply Council with an updated copy</p>
<input type="radio"/>	<p>Copy of certified coaching accreditation</p>
<p>Please indicate the type of Coaching hire you are applying for: (please refer to point 9 in the <i>Terms and Conditions</i> regarding the difference between the two types of hire for cancellations and amendments to bookings)</p>	
<input type="radio"/>	<p>Regular</p>
<input type="radio"/>	<p>Casual</p>

SECTION 6 – AGREEMENT

I, the hirer, have read and fully understand the “Terms and Conditions of Hire”.

I understand my responsibilities in relation to the hire of the facility and that any breach of these terms and conditions may result in additional costs.

I agree to be fully responsible for the payment of fees and any additional charges arising out of hiring in accordance with the terms and conditions of hire.

Organisation:	
Name:	
Signature:	
Date:	

Terms and Conditions of Tennis Courts – Regular and Coach Hire

1. The hirer must:

- Under no circumstances enter any areas other than the section hired.
- Adhere strictly to the hiring hours.
- Ensure participants leave the facility in an orderly manner with respect to surrounding neighbours.
- Be responsible for the noise level of the activity.
- Report any accidents or near accidents to Council's Recreation team
- Ensure the tennis court complex is locked when leaving and where required, floodlighting turned off.
- Ensure all Council buildings and enclosed areas are smoke free zones.
- Arrange a person to assume responsibility on behalf of the hirer in their absence.

2. Keys:

- Regular Hirers and Coaches will be issued with a set of keys for the booked facility. A key deposit is required upon collection of the keys and refunded upon return of the keys and payment of invoice/s. At no time can the hirer make a duplicate copy of the key issued or change existing locks in any of the facilities.
- The hirer is responsible for the safekeeping of ALL keys issued. Under no circumstances are copies to be made of keys. Keys are to be returned to the issuer at 70 Central Avenue, Oran Park on the next working day of the completion of the hire.
- Under no circumstances are hirers permitted to remove Council padlocks on any gates, amenities, electrical boxes or storage spaces and replace with their own. Where non-Council locks are fitted by the hirer, the locks will be removed and replaced by Council at the hirer's expense.

3. Cleaning:

The facility must be left clean and ready for the next user. This includes:

- No food or drink should be left on the premises.
- Rubbish to be disposed of correctly into outside bins before leaving. Recycle if possible.
- Surrounding areas, including the car park to be free of litter.
- Please report if the facility was not found in a clean and tidy state - **photographic** evidence is required for proof of unsatisfactory condition of the facility prior to hire.

4. Damage and Breakages:

- The hirer is responsible for the full replacement cost of any damage or breakages to the facility, its fittings and contents, and the surrounding grounds or any additional cleaning that is required.
- All breakages must be reported to Council's Recreation Team as soon as possible.

5. Public Liability Insurance:

- Coaches are expected to carry sufficient insurance for their activity; this must be at least \$20 million public liability.
- A copy of this policy must be provided at the time of booking.
- It is expected that coaches will be accredited with the appropriate governing body.

6. Personal Property:

- Please note all hirers are responsible for the care and control of their own property/personal effects and loss or damage to such items is not covered by Council's insurance policy.

7. Smoking:

- To restrict fire safety hazard and overcome hazards of passive smoking, Council has adopted a non-smoking policy. As such, no smoking is permitted inside or outside Council's facilities.

8. Fees:

- An invoice will be issued for regular and coach hire on a monthly basis
- Payment is required within 30 days. If payment is not made within the required time, it will be referred to Council's debt recovery company for immediate collection. Any costs incurred in this process will be added to the hirer's account. If payment is not made within the required time, hire may be cancelled immediately.
- Please note that fees and charges are subject to change, generally from 1 July each year. You will be notified of any changes to hire fees as soon as possible.

9. Cancellation and amendments to Bookings

FOR REGULAR HIRE GROUPS AND REGULAR COACH HIRE

- All cancellations and requests for amendments should be emailed to the Sport and Community Facilities Team on recreationofficers@camden.nsw.gov.au.
- Hire fees are non-refundable and non transferable **if less than 14 days written notice** has been given.
- **If more than 14 days notice** has been given, the hire fee for the cancelled booking will not be invoiced for that month or will be refunded by cheque within 5-10 working days if credit card payment already processed.
- A cancellation / amendment booking administration fee will be applied to multiple changes to bookings.

FOR CASUAL COACH HIRE

- All cancellations and requests for amendments should be emailed to the Sport and Community Facilities Team on recreationofficers@camden.nsw.gov.au.
- Cancellations made at any time prior to the booking time can be done so without any minimum period of notification. The hire fee for the cancelled booking will not be invoiced for that month or will be refunded by cheque within 5-10 working days if credit card payment already processed.

10. Weather conditions

WET WEATHER

In the event of wet weather, the hirer must advise the day immediately after 'no play' to be eligible to transfer the booking to another day or not be invoiced for that booking date. Notification should be made by either calling the Sport and Community Facilities Team on 13 CAMDEN (13 226 336) or emailing recreationofficers@camden.nsw.gov.au.

EXTREME HEAT

In the event of EXTREME heat, the hirer must advise **ON THE BOOKING DATE PRIOR** to the commencement of the booking to be eligible to transfer the booking to another day or not be invoiced for that booking date. Notification should be made by either calling the Sport and Community Facilities Team on 13 CAMDEN (13 226 336) or emailing recreationofficers@camden.nsw.gov.au.

Please ensure that you have read this carefully before signing the application form.

Council reserves the right to cancel any booking or not to accept any booking that it considers inappropriate for the facility