



## CASUAL HIRE APPLICATION FOR SPORTS GROUNDS

| SECTION 1 – HIRER DETAILS                         |       |
|---|-------|
| <b>Name of Club / Association (if applicable)</b> |       |
| <b>Applicant:</b>                                 | Name: |
| <b>Contact Number:</b>                            |       |
| <b>Postal Address:</b>                            |       |
| <b>Email Address:</b>                             |       |

## SECTION 2 – SPORTING GROUNDS

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Belgenny Oval 1                          | <input type="checkbox"/> Belgenny Oval 2  | <input type="checkbox"/> Belgenny Oval 3                             |
| <input type="checkbox"/> Birriwa Reserve                          | <input type="checkbox"/> Brabham Reserve 1  | <input type="checkbox"/> Brabham Reserve 2                           |
| <input type="checkbox"/> Catherine Park 1                         | <input type="checkbox"/> Catherine Park 2   | <input type="checkbox"/> Cunningham Park 1                           |
| <input type="checkbox"/> Cunningham Park 2                        | <input type="checkbox"/> Cunningham Park – Netball Courts (1 – 4)                       | <input type="checkbox"/> Cunningham Park – Basketball Courts (1 – 2) |
| <input type="checkbox"/> Cut Hill 1 Reserve                       | <input type="checkbox"/> Cut Hill 2 Reserve   | <input type="checkbox"/> Cut Hill 3 Reserve (Archery)                |
| <input type="checkbox"/> Doohan Reserve 1                         | <input type="checkbox"/> Doohan Reserve 2   | <input type="checkbox"/> Doohan Reserve 3                            |
| <input type="checkbox"/> Doohan Reserve 4                         | <input type="checkbox"/> Emerald Hills 1  | <input type="checkbox"/> Emerald Hills 2                             |
| <input type="checkbox"/> Fairfax Reserve                          | <input type="checkbox"/> Gardner Reserve  | <input type="checkbox"/> Harrington Park Reserve 1                   |
| <input type="checkbox"/> Harrington Park Reserve 2                | <input type="checkbox"/> Hilder Reserve - Subject to availability for field development | <input type="checkbox"/> Jack Nash Reserve 1                         |
| <input type="checkbox"/> Jack Nash Reserve 2                      | <input type="checkbox"/> Kirkham Park 1   | <input type="checkbox"/> Kirkham Park 2                              |
| <input type="checkbox"/> Kirkham Park 3                           | <input type="checkbox"/> Kirkham Park 4 (hockey)  | <input type="checkbox"/> Kirkham Park Mod Field                      |
| <input type="checkbox"/> Leppington Oval                          | <input type="checkbox"/> Liquidamber Reserve 1  | <input type="checkbox"/> Liquidamber Reserve 2                       |
| <input type="checkbox"/> Liquidamber Reserve 3                    | <input type="checkbox"/> Narellan Sports Hub Athletics Facility                         | <input type="checkbox"/> Narellan Sports Hub Netball Courts 1-10     |
| <input type="checkbox"/> Narellan Sports Hub Netball Courts 11-20 | <input type="checkbox"/> Narellan Sports Hub Netball Courts 21-30                       | <input type="checkbox"/> Narellan Sports Hub Netball Courts 31-44    |
| <input type="checkbox"/> Narellan Sports Hub Multipurpose Field 1 | <input type="checkbox"/> Narellan Sports Hub Multipurpose Field 2                       | <input type="checkbox"/> Narellan Park 1                             |
| <input type="checkbox"/> Narellan Park 2                          | <input type="checkbox"/> Narellan Park Warm Up Field                                    | <input type="checkbox"/> Nugget Beames 1                             |
| <input type="checkbox"/> Nugget Beames 2                          | <input type="checkbox"/> Nott Oval - Synthetic  | <input type="checkbox"/> Onslow (Main Oval)                          |
| <input type="checkbox"/> Onslow 2                                 | <input type="checkbox"/> Onslow 3   | <input type="checkbox"/> Onslow 4 (Discus/Shotput)                   |
| <input type="checkbox"/> Onslow (Outer Field/Markets)             | <input type="checkbox"/> Rossmore Reserve   | <input type="checkbox"/> Wandarrah Reserve                           |

## CRICKET NETS

|  |  |  |
|--|--|--|
| <input type="checkbox"/> Birriwa Reserve | <input type="checkbox"/> Brabham Reserve | <input type="checkbox"/> Catherine Field Reserve |
| <input type="checkbox"/> Catherine Park  | <input type="checkbox"/> Cunningham Park | <input type="checkbox"/> Cut Hill Reserve        |
| <input type="checkbox"/> Doohan Reserve  | <input type="checkbox"/> Emerald Hills   | <input type="checkbox"/> Kirkham Park            |
| <input type="checkbox"/> Onslow Park     | <input type="checkbox"/> Other _____     | <input type="checkbox"/> Other _____             |

## SECTION 3 – BOOKING REQUEST DETAILS – SPORTS GROUNDS

### Special Events – Gala Days, Finals, Presentations etc

**Note:** 'Special Event Application Form' must be completed and forwarded to Council **4 months** prior to the event

| Name of Reserve: |            |             |  |
|------------------|------------|-------------|--|
| Date/s:          |            |             |  |
| Details          | Time Start | Time Finish | Activity<br>(ie. Training / Competition) |
| Monday           |            |             |  |
| Tuesday          |            |             |  |
| Wednesday        |            |             |  |
| Thursday         |            |             |  |
| Friday           |            |             |  |
| Saturday         |            |             |  |
| Sunday           |            |             |  |

## SECTION 4 – FACILITY REQUIREMENTS (PLEASE CIRCLE)

|                 |     |    |
|-----------------|-----|----|
| 1. Toilets      | YES | NO |
| 2. Floodlights  | YES | NO |
| 3. Storage      | YES | NO |
| 4. Change rooms | YES | NO |
| 5. Canteen      | YES | NO |

## SECTION 5 – PERMITS

|                                |     |    |   |
|--------------------------------|-----|----|---|
| Sale or Consumption of Alcohol | YES | NO | Please note that you <b>MUST</b> have approval for the Consumption of Alcohol. This permit needs to be obtained from Camden Police Station. If you are selling alcohol you must obtain a temporary function licence through the Licensing Court |
|--------------------------------|-----|----|---|

## SECTION 6 - INSURANCE

**\$20 million Public Liability Insurance**

Please note that your application will not be accepted without a copy of your current Certificate of Currency showing minimum \$20 Million. When this expires throughout the annual hire, Council must be supplied with an updated certificate of currency.

|                              |                 |  |
|------------------------------|-----------------|--|
| Insured:<br>(Name on Policy) |                 |  |
| Insurance Company:           |                 |  |
| Insurance Type:              | Coverage Value: |  |
| Policy Number:               | Expiry Date:    |  |

## SECTION 7 – AGREEMENT FORM

The duly elected officials of \_\_\_\_\_

have read all conditions included within the Camden Council Booking Application Form Terms and Conditions and fully understand their meaning. The terms and conditions have also been provided to all organisers involved in this booking. The club/association agrees to abide by all of the conditions. The club/association has taken out insurance naming and identifying Camden Council in accordance with the insurance clause and agree to keep the policies current at all times during the term of this agreement, and any other period of use which may fall outside any specified period of use.

|            |  |
|------------|--|
| Date:      |  |
| Name:      |  |
| Signature: |  |

**Completed applications can be directed to:**

Mail: PO Box 183, Camden NSW 2570  
 Email: [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)

For assistance in completing this form, please phone (02) 4654 7777 or email [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)

## **TERMS AND CONDITIONS OF SPORTING GROUND HIRE**

### **HIRER TO RETAIN**

#### **Hirers responsibilities and actions**

1. The hirer is to accept responsibility for the cost of repair of any damage or breakage to any part of the building, fittings or other property of the Council caused through the use of Council's property by the hirer.
2. Fire Safety equipment should be checked at commencement of each hire period by the hirer and Council advised should extinguishers been used or discharged. Fire extinguishers require a minimum 1 square metre clearance around them, and if access is blocked by storage equipment when inspected by a fire safety contractor fines can be applied.
3. The Hirer must accept responsibility for any claim, arising from damage or accidents, which may occur during your occupation of the playing field and is liable for the restoration of any damage resulting from these activities.
4. The hirer is responsible for the satisfactory conduct of all persons occupying any building/area during the period of hire.
5. Hirers must provide Council with a minimum of \$20,000,000 Public Liability Insurance cover. A current certificate must be forwarded with this application. **Please note that your organisation is not permitted to commence any activity on these grounds until a copy of your Public Liability Insurance is received.**
6. Hirer is responsible to ensure rubbish bins provided are accessible for collection
7. Where perimeter and car parking gates are provided, hirers are to leave gates securely locked on departure. Car parking gates should be secured in the open position when in use.
8. **For all out of hours assistance, please contact Council's after hours call centre on 4654 7777.**

Please be aware that a non urgent call out will incur a fee which will be invoiced to the hirer. Please refer to the fees and charges for after hours call out fee – non urgent.

#### **Alcohol consumption**

9. The hirer must satisfy licensing laws and have the written consent of the Police to sell alcohol on Public Reserve.
10. The hirer must ensure that no glass bottles are served.

#### **Period of hire**

11. Preference for ground allocation will be given to local sporting clubs within the Camden Council local Government area.

**12. Summer:** 1 September to 28 February inclusive

Council reserves the right to allocate grounds in September for Winter user needs including finals, grand finals, games and associated training as a priority.

Council must be advised of finals, grand finals, games and training dates in writing two (2) weeks prior to proposed usage.

**13. Winter:** 1 March to 31 August inclusive

Council reserves the right to allocate grounds in March for Summer finals and grand finals as a priority.

Council must be advised of finals and grand finals dates in writing two (2) weeks prior to proposed usage.

14. All deferred games, including wet weather games, must be played within the season. Rescheduled games must be played before the end of season.
15. All outstanding accounts with Council must be paid prior to any new field allocation.
16. A hirer has exclusive use of the sports ground during their allocated booking time. Hirers have the right to ask other users to relocate for the duration of the hired period.
17. Council must be notified immediately of changes to club or hirers contact names and telephone numbers. Council must be provided with an email address that is checked regularly.
18. The initial allocation of a new sporting field will be made through an expression of interest process. Any applicant who is found to be lobbying Councillors, Council staff or Developers in an inappropriate manner will render any application ineligible.

**Maintenance and construction**

19. Hirers are not to spread any material (including top soil) over sports fields without prior approval of Council.
20. Hirers are not to spray pesticides, including insecticides and herbicides, on any sports field at any time. This includes adding herbicides into line marking paint.
21. All capital improvements to facilities must have the prior consent of Council and where required, a formal Development Application (DA) must be made to Council.
22. Hirers applying for grants for capital improvements must obtain Council endorsement prior to submitting their application, by contacting the Recreation Section.

**Fees and charges**

23. Enclosed areas to which the hirer may desire to apply a charge for admission, the admission charge must be submitted to Council for approval.
24. No hirer may sublet a playing field or amenities to another hirer or group, without the prior approval of Council.

25. Council reserves the right to impose further charges, terms and conditions in respect of any hiring. Any additional fees and charges introduced by Council for the financial year will be payable after 1 July each year. Such further terms may be in addition to or in substitution of all or any of the charges, terms and conditions contained herein.

### **Facility use**

26. The hirer must leave the areas booked, including amenities blocks in a clean and tidy condition. Inspection by Council officers will be made throughout the season.

In situations whereby a facility is shared by multiple users, an amenities cleaning fee will be included on the Club's invoice and Council will be responsible for cleaning and re stocking of products.

27. Hirers must manage noise levels so as to not impact on adjoining properties. The use and occupation of the venue, such as public-address systems, shall be controlled so as not to cause offensive noise within the meaning of the Protection of the Environment Operations Act 1997. By definition offensive noise is noise that interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted. This also applies to music and other amplified sound, including but not limited to recorded or broadcast programmes, played at the venue and shall only be audible within the property boundaries.
28. The facility is located in a residential area therefore it is expected that the surrounding residents be respected.
29. Storage is only permitted during the period or season of hire and all the hirer's equipment must be removed at the end of each such period or season, except for when prior council approval has been given. **Please note: Equipment stored in Council buildings are not covered by insurance. As such, Clubs/hirers are responsible for obtaining their own contents insurance to cover equipment.**
27. Council will accept no responsibility for loss or damage to a hirer's equipment or goods stored in, or otherwise situated upon, playing fields and/or adjoining facilities.
28. No vehicles are permitted to enter the grounds beyond the established car parks. The hirers officials are responsible for ensuring that parking does not inhibit the access of neighboring residents to their properties.
29. Council has the right to carry out maintenance on playing fields and facilities as and when required, provided hirers are given reasonable notice of any major work that may close the playing field for hirer use.

### **Facility keys**

30. The hirer will be issued with one (1) set of keys to access amenities. A key deposit is required upon collection of keys and the deposit will be refunded once keys are returned to Council.
31. 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.



32. 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 hirers expense.

### **Wet weather**

33. The decision regarding Wet weather ground closures will be communicated via email to club's nominated club contact. Hirers and the general public can contact Council's wet weather hotline on 02 8250 4153 or access Councils website [www.camden.nsw.gov.au](http://www.camden.nsw.gov.au) for ground status. Decisions will be made by **2pmdaily**.
34. In the event that Council has not closed fields, the hirer may make the decision on whether to use the field or not. Hirers will be liable for any damage caused to the playing surface of the allocated field if they choose to use it.
35. Any group allowing training or play on a ground that is rain affected or has been closed by Council, will be responsible for restoration costs if damaged and may lose usage of the ground.
36. 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 to be invoiced for that booking date. Notification should be made either calling the Recreation team on 4645 5024 or emailing [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au).

### **Cancellation and amendments to bookings**

- All cancellations and requests for amendments should be emailed to the Recreation team on [recreationofficers@camden.nsw.gov.au](mailto: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 will be refunded by cheque within 21 days.