

TENNIS COURT FACILITIES 2023 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 2023

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

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

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"/>	\$20 million Public Liability Insurance - 1 page Certificate of Currency to be provided 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
<input type="radio"/>	Copy of certified coaching accreditation
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)	
<input type="radio"/>	Regular
<input type="radio"/>	Casual

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 226336)** 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 226336)** 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