



# Booking Application Form

## SUMMER SEASONAL HIRE APPLICATION FOR SPORTS GROUNDS

- Allocation will be based on applications forwarded to Council by the nominated closing date.
- Applications made after this time will be given lower priority (including preferred hirers).
- Consideration will not be given to requests from clubs who do not submit an application form or submit an incomplete form.

SECTION 1 – HIRER DETAILS				
<b>Name of Club / Association</b>				
<b>Applicant:</b>	Name:			
<b>Contact Number:</b>				
<b>Postal Address:</b>				
<b>Email Address:</b>				
<b>Number of teams:</b>	Juniors - Female:		Seniors – Female:	
	Juniors – Male:		Seniors – Male:	
<b>Number of competitors:</b>	Males:	Females:	Males:	Females:

## SECTION 2 – SPORTING GROUNDS

Indicate which grounds you require:

<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"/> Cut Hill 1 Reserve	<input type="checkbox"/> Cut Hill 2 Reserve	<input type="checkbox"/> Cut Hill 3 Reserve (Archery)
<input type="checkbox"/> Elizabeth Reserve 1	<input type="checkbox"/> Elizabeth Reserve 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	<input type="checkbox"/> Kirkham Park 1	<input type="checkbox"/> Kirkham Park 2
<input type="checkbox"/> Kirkham Park 3	<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 - netball courts
<input type="checkbox"/> Narellan Park (rugby league field)	<input type="checkbox"/> Nott Oval	<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"/> Wandarra Reserve

**Cricket Nets:**

<input type="checkbox"/> Birriwa Reserve	<input type="checkbox"/> Brabham Reserve	<input type="checkbox"/> Catherine Field Reserve
<input type="checkbox"/> Kirkham Park	<input type="checkbox"/> Nott Oval	<input type="checkbox"/> Onslow Park

### SECTION 3 – BOOKING REQUEST DETAILS – SPORTS GROUNDS

<b>Name of Reserve 1:</b>				
Season Training and Competition	Start of season		End of season	
Details	Time Start	Time Finish	Activity (Please tick requirement)	
			Reserve	Cricket Nets
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

<b>Name of Reserve 2:</b>				
Season Training and Competition	Start of season		End of season	
Details	Time Start	Time Finish	Activity (Please tick requirement)	
			Reserve	Cricket Nets
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

**This page may be photocopied if more fields are required.**

## SECTION 4 – COMMITTEE INFORMATION

### President

Mr/Mrs/Miss/Ms	Name:		
Phone No. (home)		Phone No. (work)	
Phone No. (mobile)		Fax No.	
E-mail address:			

### Vice President

Name:			
Phone No. (home)		Phone No. (work)	
Phone No. (mobile)		Fax No.	
E-mail address:			

### Secretary

Name:			
Phone No. (home)		Phone No. (work)	
Phone No. (mobile)		Fax No.	
E-mail address:			

### Treasurer

Name:			
Phone No. (home)		Phone No. (work)	
Phone No. (mobile)		Fax No.	
E-mail address:			

## SECTION 5 – FACILITY REQUIREMENTS

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

## SECTION 6 – FACILITY CONFIGURATION (IF APPLICABLE)

In order to understand how sports grounds are being configured, please request a site plan/s to indicate how the field is set up for your sport. For example, one (1) full size field is used to set up two (2) junior fields.

Please return the completed site map/s for the locations you are requesting to hire with your application.

## SECTION 7 – PERMITS

Sale or Consumption of Alcohol	YES	NO	Please note that you MUST 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
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## SECTION 8 - INSURANCE

**Please attach a copy of the Certificate of Currency for the insurance policy**

Please note \$20,000,000 minimum is required

Insured: (Name on Policy)	
Insurance Company:	
Insurance Type:	Coverage Value:
Policy Number:	Expiry Date:

## SECTION 9 – COMMUNITY DIRECTORY

Please complete this section if you wish to be included in the community directory on Council's website. Information provided is what will be listed on the directory

<b>Name</b> (Club / Association)	
<b>Phone</b> (main contact number for the club)	
<b>Location</b> (main venue)	
<b>Mail:</b>	
<b>Website:</b>	
<b>Hours</b> (when do you operate)	
<b>Eligibility</b> (age group)	
<b>Fees</b> (yes or no)	
<b>Contact</b> (name, position and number)	

## SECTION 10 – COPY OF CLUB ANNUAL REPORT

In order to develop a profile of all Camden sporting ground users, you are requested to submit with your application the last available Club Annual Report.

## SECTION 11 – AGREEMENT FORM

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

have read all conditions included within the Camden Council Seasonal Booking Application Form Terms and Conditions and fully understand their meaning. The terms and conditions have also been provided to all the Executives and coaches with the Club. 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:	President Secretary

**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) 4645 5045 or email [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)

## TERMS AND CONDITIONS OF SPORTING GROUND HIRE

### CLUB'S COPY TO RETAIN

#### Hirer's 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 an unreasonable call out will incur a fee which will be invoiced to the hirer.

#### 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 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 hirer's contact names and telephone numbers. Council must be provided with an email address that is checked regularly.
18. **Council reserves the right to relocate users or not allocate the grounds should circumstances necessitate as a result of unforeseen situations, maintenance requirements or other issues that may arise.**
19. 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**

20. Hirers are not to spread any material (including top soil) over sports grounds without prior approval of Council.
21. 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.
22. 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.
23. Hirers applying for grants for capital improvements must obtain Council endorsement prior to submitting their application, by contacting the Recreation Section.

### **Fees and Charges**

24. All bookings will be invoiced in line with Council's adopted fees and charges within the financial year in which the seasonal hire falls.

25. No hirer may sublet a playing field or amenities to another hirer or group, without the prior approval of Council.
26. Council reserves the right to apply additional fees and charges and terms and conditions should it be required during the seasonal hire.

### **Facility use**

27. The hirer must leave the areas booked, including amenities 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.

In situations whereby the hirer is responsible for the cleaning of the facility, the hirer must ensure that the facility is clean and has adequate stock (toilet paper).

28. All electrical items used in the facility must be tag and tested by an appropriate licensed tradesperson and maintained on an appropriate schedule. Please be aware that an unreasonable call out due to an electrical item tripping the system, will incur a call out fee to be passed on to the hirer.
29. 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.
30. The facility is located in a residential area therefore it is expected that the surrounding residents be respected.
31. 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 are responsible for obtaining their own contents insurance to cover equipment.**
32. 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.
33. No vehicles are permitted to enter the grounds beyond the established car parks. The hirer's officials are responsible for ensuring that parking does not inhibit the access of neighboring residents to their properties.
34. 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. The summer sport ground remediation program is undertaken during September and October. As such, hirers may experience disruptions during this time.

## **Facility Keys**

- 35.** The hirer will be issued with one (1) set of keys to access amenities. A \$50 key deposit is required upon collection of keys and the deposit will be refunded once keys are returned to Council.
- 36.** 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.
- 37.** 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.

## **Wet weather**

- 38.** Wet weather ground closures will be communicated by Council via email to the club's nominated club contact. Hirers and the general public can contact Council's wet weather hotline on 02 8250 4153 or access Council's website [www.camden.nsw.gov.au](http://www.camden.nsw.gov.au) for ground status. Decisions will be made by 12pm daily.
- 39.** 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.
- 40.** 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 for the remainder of the season.