

## TENNIS COURT FACILITIES 2022 REGULAR AND COACHING HIRE

### SECTION 1 – CONTACT INFORMATION

<b>Business name: (if applicable)</b>	
<b>Applicant:</b>	Name:
<b>Contact Number:</b>	
<b>Postal Address:</b>	
<b>Email Address:</b>	
<b>Estimated number of participants:</b>	Male: <span style="margin-left: 150px;">Female:</span>

### SECTION 2 – ALTERNATE CONTACT INFORMATION

<b>Contact</b>	Name:
<b>Contact Number:</b>	
<b>Email Address:</b>	

### SECTION 3 – BOOKING REQUEST DETAILS

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

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

## Section 4 – Booking Request Calendar 2022

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

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

## 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"/>	Copy of certified coaching accreditation
<p><b>Please indicate the type of Coaching hire you are applying for:</b> (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"/>	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 \$51 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](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 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](mailto: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 4645 5024 or emailing [recreationofficers@camden.nsw.gov.au](mailto: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 4645 5024 or emailing [recreationofficers@camden.nsw.gov.au](mailto: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*