

APPLICATION TO USE COUNCIL SPORTING FIELDS, PARKS AND ASSOCIATED FACILITIES

Use this form to apply to use Council managed parks and open spaces for minor sporting activities and events. For commercial events and sporting activities please use Council's Festival and Events Application Form.

MINOR SPORT DETAILS

Federation Council residents and the general public are welcome to use Council use to Council managed sports grounds for:

- organised competition sport
- organised physical training or sports training
- organised social sports
- school sport

Commercial sporting events must complete Council's Festival and Events Application Form.

Type of Sport:

Anticipated Number of Attendees:

MINOR EVENT DETAILS

Federation Council residents and the general public are welcome to use Council parks and open spaces for small social functions such as picnics, get together and birthdays for up to 20 people without a booking. A booking should be completed when an event held on Council managed land if one or more of the following apply:

- There are twenty (20) or more attendees
- The event involves additional structures (e.g. a 3x3m marquee)
- The event involves a legal ceremony (e.g. wedding)

Commercial events must complete Council's Festival and Events Application Form.

Type of Minor Event: e.g. wedding, birthday party, Christmas party

Anticipated Number of Attendees:

APPLICANT DETAILS

Name of Applicant:

Club/ School/ Organisation:

Mailing Address:

State:

Postcode:

Contact Number:

Email:

CONTACT ON THE DAY

Contact Person:	
Mobile Phone:	

LOCATION OF PARK, RESERVE OR SPORTING GROUND

Venue and location required:					
Address:		State:		Postcode:	

DATES AND TIMES –ONE OFF ACTIVITY

Date of Activity:				
Time	Start:		Finish:	

DATES AND TIMES- NOMINATED BLOCK

Dates of Activity:	Start Date:		Finish Date:	
Time	Start:		Finish:	

VENUE REQUIREMENTS

Please tick those that apply.

Toilets		Amenities	
Flood Lights		Canteen	
Facilities		Bins	

ACTIVITY REQUIREMENTS

Please tick those that apply.

Do you propose to:

Display boards or banners?		Require extra bins for you activity?	
Sell or consume alcohol?		Sell food or other products?	
Use a PA system or loudspeakers?		Erect portable structures, tents, sunshades, marquees or stalls?	

If you answered yes to one or more of these questions you should contact the Federation Council on 02 6033 8999 to discuss your application.

LIABILITY INSURANCE DETAILS

All minor activities held within the Federation Council are required to have public liability insurance with a minimum indemnity of \$20,000,000 for the intended period of hire.

You are required to provide evidence of Public Liability insurance if you are hiring on behalf of a sporting body, a club, an association, a corporation, an incorporated body, not-for-profit or a school.

Insured (name on policy):			
Insurance Company:			
Policy Number:		Coverage Value:	\$
Expiry Date:			

Please attach a copy of the current Certificate of Currency Public Liability.

TERMS AND CONDITIONS OF HIRE FOR SPORT USERS

These conditions apply to associations, clubs, organisations and individuals that hire a Council sporting facility including the Hirer's employees, members, agents, volunteers, visitors, guests and spectators.

- Inspect the grounds prior to all pre-practice and pre-games and make a decisions on the ground's fitness for use.
- Inspect structures, in-ground sprinklers, etc. for safety prior to use.
- Ensure persons using the grounds must take all reasonable care and may be held liable for any damage that is sustained as a result of misuse of this facility whether intentional or otherwise.
- Remove all rubbish, including strapping and other waste from the field at the conclusion of their sporting matches and training,

GENERAL TERMS AND CONDITIONS OF HIRE

- Abide by any direction given by a Council Officer
- Lights are available on some grounds and may be requested for your use.
- Line marking or goal posts installation outside of season is subject to approval.
- Any unsafe facilities/grounds should not be used, and reported to Council immediately (including written communication).
- A PA system if not to be used for amplification of music or other continuous sounds.
- Minimal amplification, such as a small PA system is permitted for announcements only, sirens must be at a volume that does not cause disturbance to local residents.
- Any generator and/or other equipment that is to be used must conform to the Department of Environment and Conservation Guidelines and not create a nuisance to the amenity of the neighbours.
- No temporary structure is to be erected, without prior Council approval.
- No trees, shrubs or other vegetation must be removed, lopped or damaged.
- The driving and parking of any vehicles in parks, reserves or on sporting grounds is prohibited.
- Facilities/grounds must be left in a clean and tidy condition at the completion of use. Your organisation will be charged for any extra cleaning or maintenance, which arises as a result of your booking.

AUTHORISATION

I certify that all details supplied in this application form and in the attached documents are true and correct to best of my knowledge, and the application has been submitted with the full knowledge and agreement of the management of the applicant organisation or auspicing body.

I understand and have read the terms and conditions for hiring and agree to abide by them.

Print Name:

Position:

Signature:

Date:

Office Use Only (initial and date)

Entered in Calendar

Works Staff advised