



**TENNIS COURT FACILITIES**

**REGULAR AND COACHING HIRE 2017**

**SECTION 1 – Contact Information**

Name of Contact Person:			
Business name (if applicable):			
ABN (if applicable):			
Postal Address: (for accounts and confirmation of hire)		Postcode:	
Street Address: (of contact person for group)			
Phone – work:			
Phone – home:			
Mobile:			
Email:			

**SECTION 2 – Alternate Contact Details (required in the event of an emergency or hirer unable to be contacted)**

Contact Name			
Home Phone		Work Phone	
Mobile*			
Email			

\*You must provide a mobile number on which can be contacted in the event of an emergency

**OFFICE USE ONLY**

Date Received:	Allocation:
Trimmed:	Booked outlook:
Invoice Request:	Confirmation Sent:

Please complete a separate box for each tennis court location hire

<b>SECTION 3 – Hire Details</b>			
Facility Name:		Court/s:	
First date of Hire:		Last date of Hire:	
Est. number attending:	Male: Female:	Cost Charged to attend (for coaches only):	
Frequency of Hire: (eg Weekly, fortnightly, monthly)			
<b>Details:</b>	<b>Start Time</b>	<b>End Time</b>	<b>No. of Users</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Do you require use during School Holidays?		<input type="checkbox"/>	Yes <input type="checkbox"/> No

<b>SECTION 3 – Hire Details</b>			
Facility Name:		Court/s:	
First date of Hire:		Last date of Hire:	
Est. number attending:	Male: Female:	Cost Charged to attend (for coaches only):	
Frequency of Hire: (eg Weekly, fortnightly, monthly)			
<b>Details:</b>	<b>Start Time</b>	<b>End Time</b>	<b>No. of Users</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Do you require use during School Holidays?		<input type="checkbox"/>	Yes <input type="checkbox"/> No

## TENNIS COURT "BOOKING CALENDAR" FOR 2017

Please place a tick (✓) against **each** date required: Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
School holiday	Public Holiday					
01-Jan-17	02-Jan-17	03-Jan-17	04-Jan-17	05-Jan-17	06-Jan-17	07-Jan-17
08-Jan-17	09-Jan-17	10-Jan-17	11-Jan-17	12-Jan-17	13-Jan-17	14-Jan-17
15-Jan-17	16-Jan-17	17-Jan-17	18-Jan-17	19-Jan-17	20-Jan-17	21-Jan-17
22-Jan-17	23-Jan-17	24-Jan-17	25-Jan-17	26-Jan-17	27-Jan-17	28-Jan-17
29-Jan-17	30-Jan-17	31-Jan-17	01-Feb-17	02-Feb-17	03-Feb-17	04-Feb-17
05-Feb-17	06-Feb-17	07-Feb-17	08-Feb-17	09-Feb-17	10-Feb-17	11-Feb-17
12-Feb-17	13-Feb-17	14-Feb-17	15-Feb-17	16-Feb-17	17-Feb-17	18-Feb-17
19-Feb-17	20-Feb-17	21-Feb-17	22-Feb-17	23-Feb-17	24-Feb-17	25-Feb-17
26-Feb-17	27-Feb-17	28-Feb-17	01-Mar-17	02-Mar-17	03-Mar-17	04-Mar-17
05-Mar-17	06-Mar-17	07-Mar-17	08-Mar-17	09-Mar-17	10-Mar-17	11-Mar-17
12-Mar-17	13-Mar-17	14-Mar-17	15-Mar-17	16-Mar-17	17-Mar-17	18-Mar-17
19-Mar-17	20-Mar-17	21-Mar-17	22-Mar-17	23-Mar-17	24-Mar-17	25-Mar-17
26-Mar-17	27-Mar-17	28-Mar-17	29-Mar-17	30-Mar-17	31-Mar-17	01-Apr-17
02-Apr-17	03-Apr-17	04-Apr-17	05-Apr-17	06-Apr-17	07-Apr-17	08-Apr-17
09-Apr-17	10-Apr-17	11-Apr-17	12-Apr-17	13-Apr-17	14-Apr-17	15-Apr-17
16-Apr-17	17-Apr-17	18-Apr-17	19-Apr-17	20-Apr-17	21-Apr-17	22-Apr-17
23-Apr-17	24-Apr-17	25-Apr-17	26-Apr-17	27-Apr-17	28-Apr-17	29-Apr-17
30-Apr-17	01-May-17	02-May-17	03-May-17	04-May-17	05-May-17	06-May-17
07-May-17	08-May-17	09-May-17	10-May-17	11-May-17	12-May-17	13-May-17
14-May-17	15-May-17	16-May-17	17-May-17	18-May-17	19-May-17	20-May-17
21-May-17	22-May-17	23-May-17	24-May-17	25-May-17	26-May-17	27-May-17
28-May-17	29-May-17	30-May-17	31-May-17	01-Jun-17	02-Jun-17	03-Jun-17
04-Jun-17	05-Jun-17	06-Jun-17	07-Jun-17	08-Jun-17	09-Jun-17	10-Jun-17
11-Jun-17	12-Jun-17	13-Jun-17	14-Jun-17	15-Jun-17	16-Jun-17	17-Jun-17
18-Jun-17	19-Jun-17	20-Jun-17	21-Jun-17	22-Jun-17	23-Jun-17	24-Jun-17
25-Jun-17	26-Jun-17	27-Jun-17	28-Jun-17	29-Jun-17	30-Jun-17	01-Jul-17
02-Jul-17	03-Jul-17	04-Jul-17	05-Jul-17	06-Jul-17	07-Jul-17	08-Jul-17
09-Jul-17	10-Jul-17	11-Jul-17	12-Jul-17	13-Jul-17	14-Jul-17	15-Jul-17
16-Jul-17	17-Jul-17	18-Jul-17	19-Jul-17	20-Jul-17	21-Jul-17	22-Jul-17
23-Jul-17	24-Jul-17	25-Jul-17	26-Jul-17	27-Jul-17	28-Jul-17	29-Jul-17
30-Jul-17	31-Jul-17	01-Aug-17	02-Aug-17	03-Aug-17	04-Aug-17	05-Aug-17
06-Aug-17	07-Aug-17	08-Aug-17	09-Aug-17	10-Aug-17	11-Aug-17	12-Aug-17
13-Aug-17	14-Aug-17	15-Aug-17	16-Aug-17	17-Aug-17	18-Aug-17	19-Aug-17
20-Aug-17	21-Aug-17	22-Aug-17	23-Aug-17	24-Aug-17	25-Aug-17	26-Aug-17
27-Aug-17	28-Aug-17	29-Aug-17	30-Aug-17	31-Aug-17	01-Sep-17	02-Sep-17
03-Sep-17	04-Sep-17	05-Sep-17	06-Sep-17	07-Sep-17	08-Sep-17	09-Sep-17
10-Sep-17	11-Sep-17	12-Sep-17	13-Sep-17	14-Sep-17	15-Sep-17	16-Sep-17
17-Sep-17	18-Sep-17	19-Sep-17	20-Sep-17	21-Sep-17	22-Sep-17	23-Sep-17
24-Sep-17	25-Sep-17	26-Sep-17	27-Sep-17	28-Sep-17	29-Sep-17	30-Sep-17
01-Oct-17	02-Oct-17	03-Oct-17	04-Oct-17	05-Oct-17	06-Oct-17	07-Oct-17
08-Oct-17	09-Oct-17	10-Oct-17	11-Oct-17	12-Oct-17	13-Oct-17	14-Oct-17
15-Oct-17	16-Oct-17	17-Oct-17	18-Oct-17	19-Oct-17	20-Oct-17	21-Oct-17
22-Oct-17	23-Oct-17	24-Oct-17	25-Oct-17	26-Oct-17	27-Oct-17	28-Oct-17
29-Oct-17	30-Oct-17	31-Oct-17	01-Nov-17	02-Nov-17	03-Nov-17	04-Nov-17
05-Nov-17	06-Nov-17	07-Nov-17	08-Nov-17	09-Nov-17	10-Nov-17	11-Nov-17
12-Nov-17	13-Nov-17	14-Nov-17	15-Nov-17	16-Nov-17	17-Nov-17	18-Nov-17
19-Nov-17	20-Nov-17	21-Nov-17	22-Nov-17	23-Nov-17	24-Nov-17	25-Nov-17
26-Nov-17	27-Nov-17	28-Nov-17	29-Nov-17	30-Nov-17	01-Dec-17	02-Dec-17
03-Dec-17	04-Dec-17	05-Dec-17	06-Dec-17	07-Dec-17	08-Dec-17	09-Dec-17
10-Dec-17	11-Dec-17	12-Dec-17	13-Dec-17	14-Dec-17	15-Dec-17	16-Dec-17
17-Dec-17	18-Dec-17	19-Dec-17	20-Dec-17	21-Dec-17	22-Dec-17	23-Dec-17
24-Dec-17	25-Dec-17	26-Dec-17	27-Dec-17	28-Dec-17	29-Dec-17	30-Dec-17
31-Dec-17						

## SECTION 4 – Attachments (COACHING USE ONLY)

### I have attached the following documents:

<input type="checkbox"/>	\$10 million Public Liability Insurance 1 page Certificate of Currency. 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="checkbox"/>	Copy of certified coaching accreditation

**Please indicate the type of Coaching hire you are applying for:** (please refer to point 9 in the *Terms and Conditions* regarding the difference between the two types of hire for cancellations and amendments to bookings)

<input type="checkbox"/>	Regular
<input type="checkbox"/>	Casual

## SECTION 5 – Community Directory – (Please tick)

<input type="checkbox"/>	I give permission for Camden Council to contact me regarding advertising my group/company on the public Community Directory.
--------------------------	--

## 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:	

Please return completed form to Council's Recreation team.

Mail - PO Box 183 Camden NSW 2570

Fax - (02) 4645 5025.

Email – [recreationofficers@camden.nsw.gov.au](mailto:recreationofficers@camden.nsw.gov.au)

For assistance with this form please call (02) 4645 5045

## 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 \$50 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.

### 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 \$10 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 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 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 Recreation 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 Recreation 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 Recreation 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.***