



Casual Booking Application Form

APPLICATION FOR SPORTSGROUNDS

SECTION 1 – HIRER DETAILS

Name of Club / Association (if applicable)	
Applicant:	Name:
Contact Number:	
Postal Address:	
Email Address:	

SECTION 2 – SPORTING FIELDS

Indicate which field / s you wish to book:

<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"/> Jack Nash Reserve 1	<input type="checkbox"/> Jack Nash Reserve 2

<input type="checkbox"/> Kirkham Park 1	<input type="checkbox"/> Kirkham Park 2	<input type="checkbox"/> Kirkham Park 3
<input type="checkbox"/> Kirkham Park Netball	<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"/> 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"/> Wandarrah Reserve		

SECTION 3 – BOOKING REQUEST DETAILS

Special Events – Gala Days, Finals, Presentations etc

Note: A 'Special Event Application Form' must be completed and forwarded to Council **4 months** prior to the event.

Name of Reserve :			
Date/s :			
Details	Time Start	Time Finish	Activity (ie. Training / Competition)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

SECTION 4 – FACILITY REQUIREMENTS

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

SECTION 5 – 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 6 - INSURANCE

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

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

SECTION 7 – AGREEMENT FORM

The duly elected officials of _____

have read all conditions included within the Camden Council Booking Application Form Terms and Conditions and fully understand their meaning. The terms and conditions have also been provided to all organisers involved in this booking. 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:	

Send to Council's Recreation Officer, PO Box 183, Camden NSW 2570 or e-mail
recreationofficers@camden.nsw.gov.au

For assistance in completing this form, please phone (02) 4645 5045 or email
recreationofficers@camden.nsw.gov.au

TERMS AND CONDITIONS OF SPORTING GROUND HIRE

HIRER 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.
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 \$10,000,000 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 gates are provided, hirer's are to leave gates securely locked on departure.
8. If you experience any difficulties during your period of hire, please contact Council's after hours call centre on 4654 7777 for assistance.

Please be aware that an unnecessary call out will incur a fee (as per fees and charges) 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 new field allocation.

16. A hirer has preference over all other users, including the general public, when they are using the playing field in their allocated time slot. Other users can be asked to relocate for the duration of the hired period. If necessary the Council Ranger can be contacted to assist.

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. 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

19. Hirers are not to spread any material (including top soil) over sports fields without prior approval of Council.

20. 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.

21. 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.

22. Hirers applying for grants for capital improvements must obtain Council endorsement prior to submitting their application, by contacting the Recreation Section.

Fees and Charges

23. Enclosed areas to which the hirer may desire to apply a charge for admission, the admission charge must be submitted to Council for approval.

24. No hirer may sublet a playing field or amenities to another hirer or group, without the prior approval of Council.

25. Council reserves the right to impose further charges, terms and conditions in respect of any hiring. Any additional fees and charges introduced by Council for the financial year will be payable after 1 July each year. Such further terms may be in addition to or in substitution of all or any of the charges, terms and conditions contained herein.

Facility use

26. The hirer must leave the areas booked, including amenities blocks (re stocking of products such as toilet paper), 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.

27. Public address systems are to be used for important announcements only, to minimize noise impact on adjoining properties.
28. 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.**
29. 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.
30. 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.
31. 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.

Facility Keys

32. The hirer will be issued with one (1) set of keys to access amenities and if applicable, a controller for floodlights. A key deposit and light controller deposit (as per fees and charges) is required upon collection of keys and / or controller and the deposit will be refunded once keys are returned to Council.
33. 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.
34. 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

35. The decision regarding Wet weather ground closures will be communicated via email to club's nominated club contact. Hirers and the general public can contact Council's wet weather hotline on 02 8250 4153 or access Councils website www.camden.nsw.gov.au for ground status. Decisions will be made by 12pm daily.
36. 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.

37. 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.