



2024 SCHOOL HIRE APPLICATION FOR SPORTSGROUNDS

- 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).

SECTION 1 – SCHOOL DETAILS

Name of School:		
Applicant:	Name:	Position:
Applicant contact no.:		
Applicant email address:		
School Postal Address:		
School email address:		
School contact no.:		

SECTION 2 – SPORTING GROUNDS

<input type="checkbox"/> Belgenny Oval 1	<input type="checkbox"/> Belgenny Oval 2	<input type="checkbox"/> Belgenny Oval 3
<input type="checkbox"/> Birriwa Reserve - Subject to availability for field development	<input type="checkbox"/> Brabham Reserve 1	<input type="checkbox"/> Brabham Reserve 2
<input type="checkbox"/> Catherine Park 1	<input type="checkbox"/> Catherine Park 2	<input type="checkbox"/> Cunningham Park 1
<input type="checkbox"/> Cunningham Park 2	<input type="checkbox"/> Cunningham Park – Netball Courts (1 – 4)	<input type="checkbox"/> Cunningham Park – Basketball Courts (1 – 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"/> Cowpasture Reserve	<input type="checkbox"/> Doohan Reserve 1	<input type="checkbox"/> Doohan Reserve 2
<input type="checkbox"/> Doohan Reserve 3	<input type="checkbox"/> Doohan Reserve 4	<input type="checkbox"/> Emerald Hills 1
<input type="checkbox"/> Emerald Hills 2	<input type="checkbox"/> Fairfax Reserve - Subject to availability for field development	<input type="checkbox"/> Gardner Reserve
<input type="checkbox"/> Harrington Park Reserve 1 - Subject to availability for field development	<input type="checkbox"/> Harrington Park Reserve 2 - Subject to availability for field development	<input type="checkbox"/> Hilder Reserve - Subject to availability for field development
<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 4 (hockey)
<input type="checkbox"/> Kirkham Park Mod Field	<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 Athletics Facility
<input type="checkbox"/> Narellan Sports Hub Netball Courts 1-10	<input type="checkbox"/> Narellan Sports Hub Netball Courts 11-20	<input type="checkbox"/> Narellan Sports Hub Netball Courts 21-30
<input type="checkbox"/> Narellan Sports Hub Netball Courts 31-44	<input type="checkbox"/> Narellan Sports Hub Multipurpose Field 1	<input type="checkbox"/> Narellan Sports Hub Multipurpose Field 2
<input type="checkbox"/> Narellan Park 1	<input type="checkbox"/> Narellan Park 2	<input type="checkbox"/> Narellan Park Warm Up Field
<input type="checkbox"/> Nugget Beames 1 - Subject to availability for field development	<input type="checkbox"/> Nugget Beames 2 - Subject to availability for field development	<input type="checkbox"/> Nott Oval - Synthetic
<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 - Subject to availability for field development		

CRICKET NETS		
<input type="checkbox"/> Birriwa Reserve	<input type="checkbox"/> Brabham Reserve	<input type="checkbox"/> Catherine Field Reserve
<input type="checkbox"/> Catherine Park	<input type="checkbox"/> Cunningham Park	<input type="checkbox"/> Cut Hill Reserve
<input type="checkbox"/> Doohan Reserve	<input type="checkbox"/> Emerald Hills	<input type="checkbox"/> Kirkham Park
<input type="checkbox"/> Onslow Park	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____

SECTION 3 – BOOKING REQUEST DETAILS – TERM BOOKINGS

TERM 1	Start:			End:	
Details	Time Start	Time Finish	Activity	No. Participants	Sports Field / Venue
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

TERM 2	Start:			End:	
Details	Time Start	Time Finish	Activity	No. Participants	Sports Field / Venue
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

TERM 3	Start:			End:	
Details	Time Start	Time Finish	Activity	No. Participants	Sports Field / Venue
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

TERM 4	Start:			End:	
Details	Time Start	Time Finish	Activity	No. Participants	Sports Field / Venue
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

SECTION 4 – BOOKING REQUEST DETAILS – CARNIVALS / GALA DAY BOOKINGS

Sports Field / Venue:				
Booking Date Options	Time Start	Time Finish	Activity	No. Participants

Sports Field / Venue:				
Booking Date Options	Time Start	Time Finish	Activity	No. Participants

NB: Nomination for three possible booking dates is required. One of the requested dates in the above table will be selected as the wet weather back up date.

This may be changed if this date is another school’s first preference.

This page may be photocopied if more fields required.

SECTION 5 – FACILITY REQUIREMENTS

1. Toilets	YES		NO	
2. Change rooms	YES		NO	
3. BBQ Hut (Narellan Sports Hub Only)	YES	NO		N/A
4. Canteen	On request (subject to seasonal hirers)			
5. Special Event Waste Form	<input type="checkbox"/>	MANDATORY (over 100 attendees): FORM Special Event Waste Bins CURRENT - interactive form - 14-07-2021 (nsw.gov.au)		

SECTION 6 – AGREEMENT FORM

The duly elected officials of _____
 have read all conditions included within the Camden Council School Booking Application Form Terms and Conditions and fully understand their meaning.

Date:			
Name:			
Signature:		Position:	

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 13 CAMDEN (13 226 336) or email
recreationofficers@camden.nsw.gov.au

TERMS AND CONDITIONS OF SPORTING GROUND HIRE

HIRER 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.**
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. Hirer is responsible to ensure rubbish bins provided are accessible for collection.
6. Hirer is responsible to submit a Special Events Waste Form for all gala days and carnivals with over 100 attendees at least 4 weeks prior to their hire.
7. Where perimeter gates are provided, hirers 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 13 CAMDEN (13 226 336) for assistance.

Please be aware that an unnecessary call out will incur a fee which will be invoiced to the hirer.

9. 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.
10. Council must be notified immediately of changes to hirer's contact names and telephone numbers. Council must be provided with an email address that is checked regularly.
- 11. 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.**
12. 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

13. Hirers are not to spread any material (including top soil) over sports fields without prior approval of Council.
14. 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.
15. 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.
16. Hirers applying for grants for capital improvements must obtain Council endorsement prior to submitting their application, by contacting the Recreation Section.

Facility use

17. 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.
18. Public address systems are to be used for important announcements only, to minimise noise impact on adjoining properties.
19. 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.
20. 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.
21. 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

22. The hirer will be issued with one (1) set of keys per sports field to access amenities.

For schools retaining keys for term bookings, a key bond is required upon collection of keys and the deposit will be refunded once keys are returned to Council.

For one off bookings, no key deposit is required. Keys should be returned on same day of use.
23. 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.
24. 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

25. The decision regarding Wet weather ground closures will be communicated via email to schools nominated 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 for ground status. Decisions will be made by **2pm daily**.
26. 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.
27. 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.