



2024/2025 SUMMER SEASONAL HIRE APPLICATION FOR SPORTS GROUNDS

- 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).
- Consideration will not be given to requests from clubs who do not submit an application form or submit an incomplete form.

SECTION 1 – CONT	ACT INFORMAT	TON		
Name of Club / Association				
Applicant Name:				
Contact Number:				
Postal Address:				
Email Address:				
Number of teams:	Juniors - Female:		Seniors – Female:	
	Juniors – Male:		Seniors – Male:	
Number of competitors:	Males:	Females:	Males:	Females:



SECTION 2 – SPORTING GROUNDS				
□ Belgenny Oval 1	□ Belgenny Oval 2	□ Belgenny Oval 3		
☐ Birriwa Reserve - Subject to availability for field development	□ Brabham Reserve 1	□ Brabham Reserve 2		
□ Catherine Park 1	□ Catherine Park 2	□ Cunningham Park 1		
□ Cunningham Park 2	□ Cunningham Park – Netball Courts (1 – 4)	□ Cunningham Park – Basketball Courts (1 – 2)		
□ Cut Hill 1 Reserve	□ Cut Hill 2 Reserve	□ Cut Hill 3 Reserve (Archery)		
□ Doohan Reserve 1 - Subject to availability for field development	□ Doohan Reserve 2 - Subject to availability for field development	□ Doohan Reserve 3 - Subject to availability for field development		
□ Doohan Reserve 4 - Subject to availability for field development	□ Emerald Hills 1	□ Emerald Hills 2		
□ Fairfax Reserve	□ Gardner Reserve	□ Harrington Park Reserve 1 - Subject to availability for field development		
☐ Harrington Park Reserve 2 - Subject to availability for field development	☐ Hilder Reserve - Subject to availability for field development	□ Jack Nash Reserve 1		
□ Jack Nash Reserve 2	□ Kirkham Park 1	□ Kirkham Park 2		
□ Kirkham Park 3	□ Kirkham Park Mod Field	□ Leppington Oval		
□ Liquidamber Reserve 1	□ Liquidamber Reserve 2	□ Liquidamber Reserve 3		
□ Narellan Sports Hub Athletics Facility	□ Narellan Sports Hub Netball Courts 1-10	□ Narellan Sports Hub Netball Courts 11-20		
□ Narellan Sports Hub Netball Courts 21-30	□ Narellan Sports Hub Netball Courts 31-44	□ Narellan Sports Hub Multipurpose Field 1		
□ Narellan Sports Hub Multipurpose Field 2	□ Narellan Park 1	□ Narellan Park 2		
□ Narellan Park Warm Up Field	□ Nugget Beames 1	□ Nugget Beames 2		



□ Nott Oval - Synthetic	□ Onslow (Main Oval)	□ Onslow 2
□ Onslow 3	□ Onslow 4 (Discus/Shotput)	□ Onslow (Outer Field/Markets)
□ Rossmore Reserve	□ Wandarrah Reserve	
CRICKET NETS		
☐ Birriwa Reserve	☐ Brabham Reserve	☐ Catherine Field Reserve
☐ Catherine Park	☐ Cunningham Park	☐ Cut Hill Reserve
☐ Doohan Reserve	☐ Emerald Hills	☐ Kirkham Park
☐ Onslow Park	☐ Other	☐ Other



SECTION 3 – BOOKING	REQUEST DI	ETAILS - SPC	ORTS GROUNDS
Name of Reserve 1:			
Season Training/Competition	Season Start Date	ə:	Season End Date:
Details	Start	Finish	Activity Training / Competition
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Name of Reserve 2:			
Season Training/Competition	Season Start Date	e:	Season End Date:
Details	Start	Finish	Activity Training / Competition
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



SECTION 4 – COMMITTEE INFORMATION			
President			
Name:			
Phone No. (Home)	Phone No. (Work)		
Phone No. (Mobile)			
E-mail Address:			
Vice President			
Name:			
Phone No. (Home)	Phone No. (Work)		
Phone No. (Mobile)			
E-mail Address:			
Secretary			
Name:			
Phone No. (Home)	Phone No. (Work)		
Phone No. (Mobile)			
E-mail Address:			
Treasurer			
Name:			
Phone No. (Home)	Phone No. (Work)		
Phone No. (Mobile)			
E-mail Address:			



SECTION 5 – FACILITY REQUIREMENTS (PLEASE CIRCLE)				
1. Toilets	YES	NO		
2. Floodlights	YES	NO		
3. Storage	YES	NO		
4. Change rooms	YES	NO		
5. Canteen	YES	NO		

SECTION 6 – FACILITY CONFIGURATION (IF APPLICABLE)

To understand how sports grounds are being configured, please provide a site plan/s to indicate how the field is set up for your sport. For example, one (1) full size field is used to set up two (2) junior fields.

Please return the completed site map/s for the locations you are requesting to hire with your application.

SECTION 7 – 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 licence through Liquor and Gaming NSW

SECTION 8 - INSURANCE				
\$20 million Public Liability Insurance Please note that your application will not be accepted without a copy of your current Certificate of Currency showing minimum \$20 Million. When this expires throughout the annual hire, Council must be supplied with an updated certificate of currency.				
Insured: (Name on Policy)				
Insurance Company:				
Insurance Type:	Coverage Value:			
Policy Number:	Expiry Date:			



SECTION 9 – AGREEMENT FORM				
The duly elected officials of have read all conditions included within the Camden Council Seasonal Booking Application Form Terms and Conditions and				
fully understand their meaning. The terms and conditions have also been provided to all the Executives and coaches with the Club. The club/association agrees to abide by all 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:	President	Secretary		

Completed applications can be directed to:

Mail: PO Box 183, Camden NSW 2570 Email: recreationofficers@camden.nsw.gov.au

For assistance in completing this form, please phone 13 CAMDEN (13 226336) or email recreationofficers@camden.nsw.gov.au



TERMS AND CONDITIONS OF SPORTING GROUND HIRE

CLUB'S 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. Fire extinguishers require a minimum 1 square meter clearance around them, and if access is blocked by storage equipment when inspected by a fire safety contractor fines can be applied.
- **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 \$20,000,000 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 and car parking gates are provided, hirers are to leave gates securely locked on departure. Car parking gates should be secured in the open position when in use.
- 8. For all out of hours assistance, please contact Council's after hours call centre on 13 CAMDEN (13 226336)

Please be aware that a non-urgent call out will incur a fee which will be invoiced to the hirer. Please refer to the fees and charges for afterhours call out fee – non urgent.

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 field allocation.
- **16.** A hirer has exclusive use of the sports ground during their allocated booking time. Hirers have the right to ask other users to relocate for the duration of the hired period.
- **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. 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.
- **19.** 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

- **20.** Hirers are not to spread any material (including top soil) over sports grounds without prior approval of Council.
- **21.** 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.
- **22.** 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.
- **23.** Hirers applying for grants for capital improvements must obtain Council endorsement prior to submitting their application, by contacting the Recreation Section.



Fees and Charges

- **24.** All bookings will be invoiced in line with Council's adopted fees and charges within the financial year in which the seasonal hire falls.
- **25.** No hirer may sublet a playing field or amenities to another hirer or group, without the prior approval of Council.
- **26.** Council reserves the right to apply additional fees and charges and terms and conditions should it be required during the seasonal hire.

Facility Use

27. The hirer must leave the areas booked, including amenities 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.

In situations whereby the hirer is responsible for the cleaning of the facility, the hirer must ensure that the facility is clean and has adequate stock (toilet paper).

- **28.** All electrical items used in the facility must be tag and tested by an appropriate licensed tradesperson and maintained on an appropriate schedule. Please be aware that an unreasonable call out due to an electrical item tripping the system, will incur a call out fee to be passed on to the hirer.
- 29. Hirers must manage noise levels so as to not impact on adjoining properties. The use and occupation of the venue, such as public-address systems, shall be controlled so as not to cause offensive noise within the meaning of the Protection of the Environment Operations Act 1997. By definition offensive noise is noise that interferes unreasonably with (or is likely to interfere unreasonably with) the comfort or repose of a person who is outside the premises from which it is emitted. This also applies to music and other amplified sound, including but not limited to recorded or broadcast programmes, played at the venue and shall only be audible within the property boundaries.
- **30.** The facility is located in a residential area therefore it is expected that the surrounding residents be respected.
- 31. 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.
- **32.** 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.
- **33.** 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.



Facility Keys

- **34.** The hirer will be issued with one (1) set of keys to access amenities. A key deposit is required upon collection of keys and the deposit will be refunded once keys are returned to Council.
- **35.** 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.
- **36.** 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

- **37.** Wet weather ground closures will be communicated by Council via email to the 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 **2pm daily.**
- **38.** 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.
- **39.** 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.



English

If you need help understanding this information, please call the Translating and Interpreting Service on 131 450 and ask them to call Camden Council on 13 226 336 on your behalf.

简体中文 (Simplified Chinese)

如果您需要帮助理解本资料内容,可首先致电131 450, 联系翻译和口译服务(TIS),然后要求为您转接13 226 336 联系Camden市议会政府。

繁體中文 (Traditional Chinese)

如果您需要幫助理解本資料内容,可首先致電131 450, 聯絡翻譯和傳譯服務(TIS),然後要求為您轉接13 226 336 聯絡Camden市議會政府。

عربی (Arabic)

إذا كنّتم بحاجة للمساعدة في فهم هذه المعلومات، فيرجى الاتصال بخدمة الترجمة التحريرية والشفهية (TIS) على الرقم 450 131 والطلب منهم الاتصال بمجلس Camden على الرقم 336 226 13 بالنيابة عنكم.

Español (Spanish)

Si necesita ayuda para comprender esta información llame al Servicio de Traducción e Interpretación (TIS) al 131 450 y pida que llamen a la Municipalidad de Camden al 13 226 336 en su nombre.

Tiếng Việt (Vietnamese)

Nếu cần người trợ giúp mình hiểu thông tin này, xin quý vị gọi cho Dịch vụ Thông phiên dịch (TIS) qua số 131 450 và yêu cầu họ gọi cho Hội đồng Thành phố Camden số 13 226 336 giùm quý vị.

ਪੰਜਾਬੀ (Punjabi)

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਨੂੰ ਸਮਝਣ ਵਿੱਚ ਮੱਦਦ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ 131 450 'ਤੇ ਟ੍ਰਾਂਸਲੇਟਿੰਗ ਐਂਡ ਇੰਟਰਪ੍ਰੇਟਿੰਗ ਸਰਵਿਸ (TIS) ਨੂੰ ਫ਼ੋਨ ਕਰੋ ਅਤੇ ਉਹਨਾਂ ਨੂੰ ਤੁਹਾਡੀ ਤਰਫੋਂ 13 226 336 'ਤੇ Camden ਕੌਂਸਲ ਨੂੰ ਫ਼ੋਨ ਕਰਨ ਲਈ ਕਹੋ।

Italiano (Italian)

Se ti serve aiuto per capire queste informazioni, telefona al Servizio traduzioni e interpreti (TIS) al numero 131 450 e chiedi di chiamare per tuo conto il Comune di Camden al numero 13 226 336.

(Assyrian/Aramaic) لِثُنْ لَا لُذُمُنَا لَا لَأَذُمُنَا لَا أَذُمُنَا اللَّهُ اللّ

آ پ هٔىتىبەن، لانېخدهٔ ۱ قا د فد دېدى لاز ۱۵ مُده خُلمهٔ ۱۵۱ لا تەكەر كەر كىنىڭ 131 مىلاد كەدنى، ئىرىكى د بېدىلىدى (TIS) كىدىنىڭ مىلىدە بىلىدە د بېدىلىدە د بېدىلىدە د بېدىلىدە بىلىدە بىلىدە

नेपाली (Nepali)

यदि तपाईंलाई यो जानकारी बुझ्न मद्दत चाहिन्छ भने कृपया 131 450 मा अनुवाद र दोभाषे सेवा (TIS) लाई फोन गर्नुहोस् र तपाईंको लागि Camden काउन्सिललाई 13 226 336 मा फोन गर्न लगाउनुहोस्।

Српски (Serbian)

Ако вам је потребна помоћ да бисте разумели ове информације, позовите Службу за писмено и усмено превођење (TIS) на 131 450 и замолите да вам назову Општину Camden на 13 226 336.

हिन्दी (Hindi)

यदि इस जानकारी को समझने में आपको सहायता की आवश्यकता है, तो कृपया अनुवाद एवं दुभाषिया सेवा (TIS) को 131 450 पर कॉल करें और उन्हें आपकी ओर से Camden काउंसिल को 13 226 336 पर कॉल करने के लिए कहें।

Hrvatski (Croatian)

Ako trebate pomoć da biste razumjeli ove informacije, nazovite Službu za prevođenje i tumačenje (TIS) na 131 450 i zamolite da vam nazovu Općinu Camden na 13 226 336.

Ελληνικά (Greek)

Εάν χρειάζεστε βοήθεια για να καταλάβετε αυτές τις πληροφορίες, τηλεφωνήστε στην Υπηρεσία Μετάφρασης και Διερμηνείας (TIS) στο 131 450 και ζητήστε τους να καλέσουν τον Δήμο Camden στον αριθμό 13 226 336 για λογαριασμό σας.

Malti (Maltese)

Jekk għandek bżonn għajnuna tifhem dan it-tagħrif, jekk jogħġbok cempel lis-Servizz tat-Traduzzjoni u l-Interpretar (TIS) fuq 131 450 u staqsihom icemplu lill-Kunsill ta' Camden fuq 13 226 336 għannom tiegħek.

Tagalog/Filipino (Tagalog/Filipino)

Kung kailangan mo ng tulong sa pag-unawa ng impormasyong ito, mangyaring tumawag sa Translating and Interpreting Service (TIS) sa 131 450 at hilingin sa kanila na tumawag sa Camden Council sa 13 226 336 para sa iyo.

Deutsch (German)

Wenn Sie zum Verständnis dieser Informationen Hilfe benötigen, wenden Sie sich bitte an den Übersetzungs- und Dolmetscherdienst (TIS) unter 131 450 und bitten Sie diesen, die Stadtverwaltung Camden unter der Nummer 13 226 336 für Sie anzurufen.