





## SECTION 3 – TENNIS/PICKLEBALL FACILITIES

Catherine Field Reserve	<input type="checkbox"/> Tennis Court 1
Currans Hill – Jack Nash Reserve	<input type="checkbox"/> Pickleball Courts 1-4 <input type="checkbox"/> Pickleball Courts 5-8 <input type="checkbox"/> Tennis Court 3
Harrington Park – Fairfax Reserve	<input type="checkbox"/> Tennis Court 1 <input type="checkbox"/> Tennis Court 2 <input type="checkbox"/> Tennis Court 3
Leppington Oval	<input type="checkbox"/> Tennis Court 1
Narellan – Nott Oval	<input type="checkbox"/> Tennis Court 1 <input type="checkbox"/> Tennis Court 2
Narellan Vale – Liquidamber Reserve	<input type="checkbox"/> Tennis Court 1 <input type="checkbox"/> Tennis Court 2 <input type="checkbox"/> Tennis Court 3 <input type="checkbox"/> Multipurpose Court 4



**SECTION 4 – BOOKING REQUEST DETAILS**

<b>Name of Tennis court complex:</b>			<b>Court/s:</b>
<b>Hiring dates:</b>	Start Date:	End Date:	
<b>Frequency of hire:</b>	Weekly / Fortnightly / Monthly – please highlight		
<b>Details</b>	<b>Start</b>	<b>Finish</b>	<b>Activity</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**SECTION 4 – BOOKING REQUEST DETAILS**

<b>Name of Tennis court complex:</b>			<b>Court/s:</b>
<b>Hiring dates:</b>	Start Date:	End Date:	
<b>Frequency of hire:</b>	Weekly / Fortnightly / Monthly – please highlight		
<b>Details</b>	<b>Start</b>	<b>Finish</b>	<b>Activity</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			



## Section 5 – Booking request calendar 2025

Please tick  in the box to the left of every required date of hire

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Jan 2025	2 Jan 2025	3 Jan 2025	4 Jan 2025
5 Jan 2025	6 Jan 2025	7 Jan 2025	8 Jan 2025	9 Jan 2025	10 Jan 2025	11 Jan 2025
12 Jan 2025	13 Jan 2025	14 Jan 2025	15 Jan 2025	16 Jan 2025	17 Jan 2025	18 Jan 2025
19 Jan 2025	20 Jan 2025	21 Jan 2025	22 Jan 2025	23 Jan 2025	24 Jan 2025	25 Jan 2025
26 Jan 2025	27 Jan 2025	28 Jan 2025	29 Jan 2025	30 Jan 2025	31 Jan 2025	1 Feb 2025
2 Feb 2025	3 Feb 2025	4 Feb 2025	5 Feb 2025	6 Feb 2025	7 Feb 2025	8 Feb 2025
9 Feb 2025	10 Feb 2025	11 Feb 2025	12 Feb 2025	13 Feb 2025	14 Feb 2025	15 Feb 2025
16 Feb 2025	17 Feb 2025	18 Feb 2025	19 Feb 2025	20 Feb 2025	21 Feb 2025	22 Feb 2025
23 Feb 2025	24 Feb 2025	25 Feb 2025	26 Feb 2025	27 Feb 2025	28 Feb 2025	1 Mar 2025
2 Mar 2025	3 Mar 2025	4 Mar 2025	5 Mar 2025	6 Mar 2025	7 Mar 2025	8 Mar 2025
9 Mar 2025	10 Mar 2025	11 Mar 2025	12 Mar 2025	13 Mar 2025	14 Mar 2025	15 Mar 2025
16 Mar 2025	17 Mar 2025	18 Mar 2025	19 Mar 2025	20 Mar 2025	21 Mar 2025	22 Mar 2025
23 Mar 2025	24 Mar 2025	25 Mar 2025	26 Mar 2025	27 Mar 2025	28 Mar 2025	29 Mar 2025
30 Mar 2025	31 Mar 2025	1 Apr 2025	2 Apr 2025	3 Apr 2025	4 Apr 2025	5 Apr 2025
6 Apr 2025	7 Apr 2025	8 Apr 2025	9 Apr 2025	10 Apr 2025	11 Apr 2025	12 Apr 2025
13 Apr 2025	14 Apr 2025	15 Apr 2025	16 Apr 2025	17 Apr 2025	18 Apr 2025	19 Apr 2025
20 Apr 2025	21 Apr 2025	22 Apr 2025	23 Apr 2025	24 Apr 2025	25 Apr 2025	26 Apr 2025
27 Apr 2025	28 Apr 2025	29 Apr 2025	30 Apr 2025	1 May 2025	2 May 2025	3 May 2025
4 May 2025	5 May 2025	6 May 2025	7 May 2025	8 May 2025	9 May 2025	10 May 2025
11 May 2025	12 May 2025	13 May 2025	14 May 2025	15 May 2025	16 May 2025	17 May 2025
18 May 2025	19 May 2025	20 May 2025	21 May 2025	22 May 2025	23 May 2025	24 May 2025
25 May 2025	26 May 2025	27 May 2025	28 May 2025	29 May 2025	30 May 2025	31 May 2025
1 Jun 2025	2 Jun 2025	3 Jun 2025	4 Jun 2025	5 Jun 2025	6 Jun 2025	7 Jun 2025
8 Jun 2025	9 Jun 2025	10 Jun 2025	11 Jun 2025	12 Jun 2025	13 Jun 2025	14 Jun 2025
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29 Jun 2025	30 Jun 2025	1 Jul 2025	2 Jul 2025	3 Jul 2025	4 Jul 2025	5 Jul 2025
6 Jul 2025	7 Jul 2025	8 Jul 2025	9 Jul 2025	10 Jul 2025	11 Jul 2025	12 Jul 2025
13 Jul 2025	14 Jul 2025	15 Jul 2025	16 Jul 2025	17 Jul 2025	18 Jul 2025	19 Jul 2025
20 Jul 2025	21 Jul 2025	22 Jul 2025	23 Jul 2025	24 Jul 2025	25 Jul 2025	26 Jul 2025
27 Jul 2025	28 Jul 2025	29 Jul 2025	30 Jul 2025	31 Jul 2025	1 Aug 2025	2 Aug 2025
3 Aug 2025	4 Aug 2025	5 Aug 2025	6 Aug 2025	7 Aug 2025	8 Aug 2025	9 Aug 2025
10 Aug 2025	11 Aug 2025	12 Aug 2025	13 Aug 2025	14 Aug 2025	15 Aug 2025	16 Aug 2025
17 Aug 2025	18 Aug 2025	19 Aug 2025	20 Aug 2025	21 Aug 2025	22 Aug 2025	23 Aug 2025
24 Aug 2025	25 Aug 2025	26 Aug 2025	27 Aug 2025	28 Aug 2025	29 Aug 2025	30 Aug 2025
31 Aug 2025	1 Sep 2025	2 Sep 2025	3 Sep 2025	4 Sep 2025	5 Sep 2025	6 Sep 2025
7 Sep 2025	8 Sep 2025	9 Sep 2025	10 Sep 2025	11 Sep 2025	12 Sep 2025	13 Sep 2025
14 Sep 2025	15 Sep 2025	16 Sep 2025	17 Sep 2025	18 Sep 2025	19 Sep 2025	20 Sep 2025
21 Sep 2025	22 Sep 2025	23 Sep 2025	24 Sep 2025	25 Sep 2025	26 Sep 2025	27 Sep 2025
28 Sep 2025	29 Sep 2025	30 Sep 2025	1 Oct 2025	2 Oct 2025	3 Oct 2025	4 Oct 2025
5 Oct 2025	6 Oct 2025	7 Oct 2025	8 Oct 2025	9 Oct 2025	10 Oct 2025	11 Oct 2025
12 Oct 2025	13 Oct 2025	14 Oct 2025	15 Oct 2025	16 Oct 2025	17 Oct 2025	18 Oct 2025
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23 Nov 2025	24 Nov 2025	25 Nov 2025	26 Nov 2025	27 Nov 2025	28 Nov 2025	29 Nov 2025
30 Nov 2025	1 Dec 2025	2 Dec 2025	3 Dec 2025	4 Dec 2025	5 Dec 2025	6 Dec 2025
7 Dec 2025	8 Dec 2025	9 Dec 2025	10 Dec 2025	11 Dec 2025	12 Dec 2025	13 Dec 2025
14 Dec 2025	15 Dec 2025	16 Dec 2025	17 Dec 2025	18 Dec 2025	19 Dec 2025	20 Dec 2025
21 Dec 2025	22 Dec 2025	23 Dec 2025	24 Dec 2025	25 Dec 2025	26 Dec 2025	27 Dec 2025
28 Dec 2025	29 Dec 2025	30 Dec 2025	31 Dec 2025			

Public holidays	School Holidays	Please note these dates of hire are available to be included in your EOI application, this is general advice to assist your with planning your program/bookings.
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Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 6 – ATTACHMENTS (COACHING USE ONLY)

**I have attached the following documents:**

<input type="radio"/>	<p>\$20 million Public Liability Insurance - 1 page Certificate of Currency to be provided</p> <p>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</p>
<input type="radio"/>	<p>Copy of certified coaching accreditation</p>
<p><b>Please indicate the type of Coaching hire you are applying for:</b> (please refer to point 9 in the <i>Terms and Conditions</i> regarding the difference between the two types of hire for cancellations and amendments to bookings)</p>	
<input type="radio"/>	<p>Regular</p>
<input type="radio"/>	<p>Casual</p>

## SECTION 7 – 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:	

## 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 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.
- 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.
- 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.

### 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 \$20 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 Sport and Community Facilities Team on [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@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 Sport and Community Facilities Team on [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@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 Sport and Community Facilities Team on 13 22 63 or emailing [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@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 Sport and Community Facilities Team on 13 22 63 or emailing [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@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*