



## 2025 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).
- Applications will not be considered if the Special Events Waste Form is not submitted to Council within the timeframes provided.

### SECTION 1 – SCHOOL DETAILS

<b>SECTION 1 – SCHOOL DETAILS</b>		
<b>Name of School:</b>		
<b>Applicant:</b>	Name:	Position:
<b>Applicant contact no.:</b>		
<b>Applicant email address:</b>		
<b>School Postal Address:</b>		
<b>School email address:</b>		
<b>School contact no.:</b>		



## SECTION 2 – SPORTING GROUNDS

Belgenny Oval (Subject to availability for field redevelopment works)	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3
Birriwa Reserve (Subject to availability for field redevelopment works)	<input type="checkbox"/> Field 1 <input type="checkbox"/> Cricket Nets
Brabham Reserve	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Cricket Nets
Catherine Field Reserve	<input type="checkbox"/> Cricket Nets
Catherine Park	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Cricket Nets
Cunningham Park	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Cricket Nets <input type="checkbox"/> Netball Courts 1 – 4 <input type="checkbox"/> Basketball Courts 1 – 2
Cut Hill Reserve	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3 (Archery) <input type="checkbox"/> Cricket Nets
Cowpasture Reserve (Subject to availability for field redevelopment works)	<input type="checkbox"/> Diamond 1 <input type="checkbox"/> Diamond 2 <input type="checkbox"/> Diamond 3 <input type="checkbox"/> Diamond 4 <input type="checkbox"/> Diamond 5 <input type="checkbox"/> Diamond 6 <input type="checkbox"/> Diamond 9 <input type="checkbox"/> Diamond 10 <input type="checkbox"/> Diamond 11
Doohan Reserve (Subject to availability for field redevelopment works)	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4 <input type="checkbox"/> Cricket Nets
Emerald Hills Reserve	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Cricket Nets
Fairfax Reserve (Subject to availability for field redevelopment works)	<input type="checkbox"/> Field 1
Gardner Reserve	<input type="checkbox"/> Field 1
Harrington Park Reserve (Subject to availability for field redevelopment works)	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2
Hilder Reserve (Subject to availability for field redevelopment works)	<input type="checkbox"/> Field 1
Jack Nash Reserve	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2
Kirkham Park	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2



	<input type="checkbox"/> Field 3 <input type="checkbox"/> Mod Field <input type="checkbox"/> Cricket Nets
Leppington Oval	<input type="checkbox"/> Field 1
Liquidamber Reserve	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Field 3
Narellan Sports Hub Athletics Facility	<input type="checkbox"/> Athletics Track
Narellan Sports Hub Netball Courts	<input type="checkbox"/> Courts 1 – 10 <input type="checkbox"/> Courts 11 – 20 <input type="checkbox"/> Courts 21 – 30 <input type="checkbox"/> Courts 31 – 44 <input type="checkbox"/> Other _____
Narellan Sports Hub Multipurpose Fields	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2
Narellan Park	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2 <input type="checkbox"/> Warm Up Field
Nugget Beames	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2
Nott Oval	<input type="checkbox"/> Synthetic Field
Onslow Park (Subject to availability for field redevelopment works)	<input type="checkbox"/> Main Field <input type="checkbox"/> Outer Field 2 <input type="checkbox"/> Outer Field 3 <input type="checkbox"/> Outer Field 4 <input type="checkbox"/> Market <input type="checkbox"/> Rotunda <input type="checkbox"/> Cricket Nets
Rossmore Reserve	<input type="checkbox"/> Field 1
Wandarrah Reserve	<input type="checkbox"/> Field 1



## SECTION 3 – BOOKING REQUEST DETAILS – TERM BOOKINGS

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

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

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

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



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

### Carnival/Gala Day 1:

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

### Carnival/Gala Day 2 (if required):

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

**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 (requirement for Carnivals/Gala days with over 100 attendees)	<b>DUE 4pm, Monday, 11 November 2024</b> <a href="#">FORM Special Event Waste Bins CURRENT - interactive form - 14-07-2021 (nsw.gov.au)</a>		

## 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 [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@camden.nsw.gov.au)

For assistance in completing this form, please phone 13 22 63 or email [recreation.mailbox@camden.nsw.gov.au](mailto:recreation.mailbox@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. Where perimeter gates are provided, hirers are to leave gates securely locked on departure.
7. If you experience any difficulties during your period of hire, please contact Council's after hours call centre on 13 22 63 for assistance. Please be aware that an unnecessary call out will incur a fee which will be invoiced to the hirer.
8. 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.
9. 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.
10. 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.
11. 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**

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



## **Facility use**

16. 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.
17. Public address systems are to be used for important announcements related to the sporting activity only and within appropriate volume levels, to minimise noise impact on adjoining properties.
18. 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.
19. 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.
20. 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**

21. 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.
22. 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.
23. 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**

24. 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](http://www.camden.nsw.gov.au) for ground status. Decisions will be made by **2pm daily**.
25. 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.
26. 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.