APPLICATION FORM

Sporting Fields Seasonal Hire - Winter Season

April to September inclusive

A minimum of two (2) working days applies when requesting occasional bookings. Written confirmation will be forwarded to you upon completion. Forward your application to:

In person:	200 Miller Street, North Sydney NSW 2060	**Phone:**	(02) 9936 8200 or (02) 9936 8427
Postal:	PO Box 12, North Sydney NSW 2059		
Email:	Bookings@northsydney.nsw.gov.au		

PART 1 - APPLICANT'S DETAILS

Complete all details below. Use a **black** pen.

Organisation/Association/Club Name:		ABN *(if applicable)*:
Address:	Suburb:	Post Code:
Contact Name:		Position:
Telephone Number:		Mobile Number:
Email Address:		

Bookings will not be accepted if your account is in arrears.

Seasonal bookings paid in full by the prepayment deadline will receive a 10% 'prepay' discount.

An invoice will be issued once at the commencement of the season.

Additional bookings made after the seasonal bookings has been confirmed, will be invoiced on a monthly basis.

There is no refund if cancelling a seasonal booking.

Do you wish to have your association/club contact details as provided above made available on Council's website, information directory and to local residents? Yes ☐ No ☐

Contact Details for Invoicing (if different to those above):

Contact Name:	Telephone Number:
Email Address:	

PART 2 – SPORTING FIELD REQUIREMENTS

Winter code sports are permitted on all fields (excluding Tunks Turf) for no more than 32 hours per week.

Cammeray oval can be hired up to 62 hours per week.

Resource:	**Day:**	**Time:**	*(Incl Set/Pack Up)*
Field: 1. ☐ **2.** ☐ **3.** ☐ **4.** ☐ **5.** ☐ **Tunks Turf:** ☐ **Tunks Mini: 1.** ☐ **2.** ☐ **3.** ☐ **4.** ☐ **5.** ☐ **Net: 1.** ☐ **2.** ☐ **Court: 1.** ☐ **2.** ☐			
Cammeray: *(Synthetic Field):* ☐ **100 Lux** (Training – Standard) ☐ **200 Lux** (*Game*) ☐ Hours of use: Mon, Tue, Wed - 7.00am to 9.00pm, Thur, Fri - 7.00am to 9.30pm, Sat - 8.00am to 8.00pm, Sun - 8.00am to 6.45pm			
Activity: Cricket ☐ Rugby League ☐ Union ☐ Touch ☐ Oztag ☐ Soccer ☐ Hockey ☐ Softball ☐ Netball ☐ Other ☐			
Session: Training ☐ Game ☐	**Age:** Juniors (under 12 yrs) ☐ (12-18 yrs) ☐ Seniors (over 18s) ☐		**No of Users:** ☐

Individual Dates: *List individual dates (excluding school and public holidays if applicable)*		**Office Use Only - Booking No.**
Mar		
Apr		
May		
Jun		
Jul		
Aug		
Sep		
Total Cost:		Late Booking Staff Notified Yes ☐

Organisation/Association/Club Name: _____

COPY THIS PAGE IF ADDITIONAL BOOKINGS ARE REQUIRED

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PART 3 - FEES

Current fees and charges are available on our website www.northsydney.nsw.gov.au. Once your application is lodged and assessed, Council will contact you regarding the applicable fees. Do not pay until an invoice is received.

Lighting fees will be invoiced after usage.

PART 4 - INSURANCE DETAILS

Provide a current copy of Certificate of Currency.

The Certificate of Currency must insure you for legal liability to the public in respect of personal injury and property damage for a limit of indemnity of not less than $20 million ($AUD).

PART 5 - DECLARATION AND INDEMNITY

I declare to the best of my knowledge that the information provided in this application is accurate and correct. I also undertake to advise North Sydney Council should there be any alterations or additions to the information supplied immediately.

I have read, understand and agree to the conditions of use as outlined in the Sporting Fields Terms and Condition of Hire. (See Council's website at www.northsydney.nsw.gov.au for Terms and Conditions). I understand that if any of the conditions are breached the permit may be cancelled. I have supplied a copy of the Certificate of Currency.

I (referred to hereafter as the Permit Holder) hold North Sydney Council (referred to hereafter as the Council) harmless, and releases and indemnifies and keeps released and indemnified, from and against all actions, suits, claims, demands, costs, charges, and expenses for which Council, its servants, agents or employees may be held liable in respect of any loss, damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

Applicant Name: _____

Applicant Signature: _____ Date: _____

PART 6 - PRIVACY AND PERSONAL INFORMATION

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of Privacy and Personal Information Protection Act 1998, Government Information (Public Access) Act 2009 and North Sydney Council's Privacy Management Plan.

I have read and understand the Privacy Statement.

Signed: _____ Date: _____

TERMS AND CONDITIONS

Subject to the nature of the application, further requirements or approvals may be required. A breach of any of the conditions may result in the permit being cancelled and future applications refused. Council reserves the right to refuse any application and to cancel any booking.

Alcohol

The sale and consumption of alcohol in Council's parks and reserves is prohibited, except with the permission of Council in designated areas.

Amenities

Allocated times must be strictly adhered to. Access to toilets and change rooms will be not given prior to the commencement time.

N.B. Internal inspections of change rooms and/or amenities blocks will not be carried out after the booking period has expired.

Approval

All bookings are confirmed in writing.

Bookings requests will not be processed unless outstanding accounts are paid up to date.

Additional requests for seasonal bookings will not be processed if hirers have an outstanding balance of 60 days or more.

The letter granting approval for the activity must be kept on location at all times and made available for inspection upon request. The Ranger Services Department are notified of all bookings one-week prior to your game.

Back to Back Bookings/Overstays

Council's grounds continue to be heavily booked. To ensure ground quality is maintained and that all hirers receive fair ground allocations, bookings times must be strictly adhered to.

Barbecues

Electric barbecues for public use can be found at the following locations:

- St Leonards Park (Cnr Miller and Ridge Street, North Sydney)
- Balls Head Reserve (Balls Head Road, Waverton)
- Primrose Park (Young Street, Cremorne)
- Tunks Park (Brothers Avenue, Cammeray)
- Berry Island (Shirley Road, Wollstonecraft)

Only portable gas barbecues are permitted. Such consent is always subject to current fire restrictions (Contact: Department of NSW Fire Brigades Ph: 02 9898 1356). Drip mats/trays must be placed under the barbecue to collect any spillage.

Council will take steps to recoup costs should any damage occur.

Cancellations

Permanent - $30.00 Amendment.

If you wish to cancel (or amend) a reservation, the details **must** be provided in writing.

Where a booking is cancelled by Council for reasons outside the control of the intending hirer, Council will fully refund any money held.

SPORTING RESOURCE HIRE – WINTER SEASON

Permanent hirers are required to give at least 2 working days' notice if they wish to cancel a booking.

Seasonal permanent bookings cannot be cancelled.

Cleaning Up

The grounds (and amenity blocks) must be left in a clean and tidy condition after use with no damage to Council property reported. Hirers are held responsible for any cleaning or maintenance required as a result of the booking. Failure to comply may result in future bookings being refused.

It is requested that the hirer close all doors to Council amenities on departure.

Condition of Grounds

The applicant is responsible for examining the conditions of the grounds prior to commencement of use. If the applicant, or representative of the applicant (for example coach, trainer, umpire) believes that there is risk of injury due to the conditions of the grounds being unfit for play, they are responsible for reporting this to Council immediately.

Council has the right to close grounds if they believe that their condition is unsatisfactory.

Confirmation

All bookings are confirmed in writing. Please let us know if your application is urgent, as your approval can also be emailed.

Events

It is possible that your booking may conflict with an organised community-based event. If your booking conflicts with such an event, Council will endeavour to inform you of the activity as soon as the details are confirmed.

Payment

Casual - Payment is to me made in full at time of booking.

Permanent - Invoices will be mailed at the beginning of each month.

Permanent (Seasonal)

- An invoice will be generated prior to the season. If upfront payment is received 7 working days before season is due to commence, hirers will be entitled to a 10% discount.

Goal Posts

Hirers must not remove goalposts or temporary barriers that have been erected by Council.
Any use of portable goal posts must meet the goal post safety requirements set by the Department of Sport & Recreation and Office of Fair Trading.

Grounds Closed by Council

The hirer will be held responsible for members of his/her party, group, club or organisation who use the oval on the day of the booking when the oval is closed. The hirer will be held responsible for all costs of repairs to damage caused by such use.

NORTH SYDNEY COUNCIL

SPORTING RESOURCE HIRE – WINTER SEASON

Grounds Allocation

Summer Season (October-March)

- Traditional summer sports have priority in the summer season, e.g. Cricket.
- Synthetic turf wicket bookings are not accepted prior to the third week in September, to allow for grounds maintenance between seasons.
- A maximum of 40 people per booking per ground is permitted.
- Casual winter code sport is not permitted during the summer season.

With regard to bookings by winter codes:

- Winter codes are defined as Rugby, Rugby League, Soccer or Football, Touch Football, Futsal, Oztag, Australian Rules Football, Hockey and any other sport that is deemed to have a heavy impact on the sports field surface, during the maintenance and growing period.
- Between October and January, winter code bookings are permitted at Tunks Park (Ovals 2, 3, 4 and 5) for a maximum of 5 hours per week (junior schools only), in addition to cricket bookings. No other grounds are to be used for winter codes during this period, so as to allow the sports fields to recover from the winter season.
- Between February and March, winter code bookings are permitted at all grounds for a maximum of 10 hours per week.
- Winter code summer bookings are made on condition that no winter ground markings will be drawn and synthetic wickets will not be covered.
- Special events such as school holiday sports camps will be considered on a case-by-case basis.
- During preseason training, clubs are asked to request all players to wear sandshoes (and not boots with studs or blades) so as to minimise damage to grounds.

Winter Season (April-August)

- Traditional winter sports have priority in the winter season.
- Winter season bookings are not permitted after the first week of September, to allow for grounds maintenance between seasons.
- Winter bookings must not exceed a maximum of 32 hours per week per ground.
- A maximum of 40 people per booking per ground is permitted.
- In calculating the total usage on a ground for allocation purposes, primary school bookings will be counted as half the actual usage due to their lower impact on the ground (i.e. two hours will be counted as one hour).
- Casual bookings (regardless of what sport) cannot be played during March or September due to ground maintenance.

Informal Sports

On sporting fields there are to be no games of high impact traditional winter sports (i.e. soccer, rugby league, rugby union, touch football, etc) without a booking.

Indemnity

It is essential that the indemnity form is completed.

Insurance/Certificate of Currency

All events held in Council facilities must have public liability insurance cover in the joint names of North Sydney Council and the hirer, and have a cross liability clause.

If your booking is on behalf of a company or organisation, you will need to provide evidence of insurance cover. You will need to include a copy of your Certificate of Currency with your application as evidence.

SPORTING RESOURCE HIRE – WINTER SEASON

If your booking is on behalf of an individual, you will need to pay an additional Public Liability Insurance fee to Council. Council has this form of insurance in place for the majority of casual hirers.

A 'casual' hirer is defined as a hirer of Council facilities hiring a resource less frequently than once per calendar month or no more than twelve times per calendar year.

Please note the hirer will have to pay an excess of $2000 on any claim. Inappropriate behaviour of the hirer may void the insurance. This cover does not apply to incorporated bodies, clubs, associations nor commercial users of any kind.

The Certificate of Currency must include:

- Insurer
- Name of the Insured
- Policy Number
- Expiry Date
- Sum Insured in $AUD (legal liability to the public in respect of personal injury and property damage)
- Situation (area of cover)

Permanent Hirers:
A copy of your Certificate of Currency must be forwarded to Council immediately upon renewal. Failure to comply will result in your booking being cancelled.

Lighting

Lighting is available on some ovals. The lights are turned on during the times reserved for the booking(s). If lights are required for set up and/or pack up time this must be factored in the start and finish times of the booking.

Lighting fees for permanent hirers will be invoiced after usage.

Line Markings

All line markings are to be approved by the Council's Grounds Manager. Creosote or dieseline products are not to be used for permanent markings.

Litter Bins

Litter bins are essential if food or drink is being served.

One (1) bin is required for every thirty (30) people attending. A litter bin must also be hired if food or drink is to be served after a casual sporting booking.

Litter removal will be at the hirer's cost if the grounds are left in an untidy state.

Litterbins are essential when booking a sporting field for a Carnival or Gala day. The number of bins will be determined by the number of people attending the event:

- ❑ Bookings up to: 100 people minimum three (3) bins
- ❑ Bookings from: 101 to 200 people minimum six (6) bins
- ❑ Bookings from: 201 to 400 people minimum nine (9) bins
- ❑ Bookings from: 401 and above minimum to be determined by Council (after negotiations with the applicant).

SPORTING RESOURCE HIRE – WINTER SEASON

Parking

When using Council parks, reserves and sportsgrounds, vehicles must be parked in designated parking areas. Any vehicles parked illegally i.e. within the park boundary, obstructing driveways or parked on footpaths etc. will receive an infringement notice.

Personal Training

Personal Trainers may hire a sporting ground. Trainers must not:

- Bring heavy equipment onto the park (e.g. work benches, weights etc).
- Suspend equipment from the trees and/or Council property (includes punching bags).
- Step or walk on, or in any way inappropriately use picnic tables and street furniture.
- Attach signs to any Council structure including trees.
- Selling clothing, equipment, refreshments or any other goods.

Portable Toilets

Council does not provide Porta loos (they must be obtained from a private contractor). If required, portable toilets must be kept in a clean and tidy condition and be removed immediately on completion of the event.

A copy of the provider's certificate of currency must be received by Council prior to making the final payment.

Problems on the Day

Should you experience any problems during your booking timeslot, please contact Council immediately. If your booking is during business hours please telephone Customer Service-Bookings 9936 8200 / 9936 8427.

If your booking is after business hours and you need to contact a Ranger urgently, please telephone 9936 8100 i.e. Council's main switchboard number. Your call will be diverted.

Prohibited

The following activities are prohibited:

- The driving of vehicles onto the park is not permitted under any circumstances.
- Fireworks.
- Live bands and/or amplification of any kind (this includes microphones, loud hailers and/or megaphones).
- Cigarette/Alcohol advertising.
- Amusement devices.
- Studded football boots/bladed shoes must not be worn on synthetic cricket wickets.

Social Gatherings

A social gathering (e.g. Christmas Party) is prohibited on a sporting field. Social gatherings are permitted on parks and reserves only.

Smoking Prohibition

Sportsgrounds are areas of land used primarily for active recreation involving organised sports, including tennis courts, croquet courts, netball courts and the like. Sportsgrounds include the playing surface as well as related ancillary facilities including infrastructure (floodlights, goal posts, nets, etc.) amenities buildings (clubhouses, toilets, change rooms and storage areas), and other amenities (seating, shade, shelter, barbecues and picnic facilities).

SPORTING RESOURCE HIRE – WINTER SEASON

In accordance with the Smoke-free Environment Act 2000, smoking is prohibited in major sporting facilities and at public sports grounds and within four metres of the pedestrian access point to public buildings. Furthermore, in accordance with Council's Smoking in Public Places Policy smoking is prohibited on Council-owned land in and within 10 metres of the boundaries of sportsgrounds and recreational facilities, when sports are being played. Penalty notices may be issued to any person who fails to comply with these terms.

Storage

Council's sportsgrounds are hired by multiple hirers and therefore the limited storage facilities need to be shared.

Any storage requirements are to be indicated on the booking form.

- Equipment must be stored in designated storage areas only, should space be available.
- Equipment must be removed at the end of the season or as required by North Sydney Council.
- North Sydney Council reserves the right to remove any equipment located in undesignated areas.
- Council does not insure the contents or cover any losses in the event of fire, break-ins and the like.

Tents/Marquees

The erection of any structure including, but not limited to, signs, tents, marquees or fences is prohibited. A beach umbrella that is weighted down with sandbags (i.e. not stake/post driven) is acceptable. A sun shelter may be used for the purpose of covering food supplies, drinks and first aid provisions.

Touch Football

Playing touch football can sometimes have an adverse affect on the playing surface. Sandshoes only are to be worn. Bladed shoes are prohibited.

Wet Weather Closures

Playing on a water-logged resource is not only unsafe, it also damages the surface playing area. For the benefit of all hirers, it is important that resources are not used when they are officially closed.

Please refer to Council's website for all wet weather closures.