



Community and Operations Group
Serving the Sportspeople of the
Shoalhaven

CASUAL APPLICATION FOR THE USE OF SPORTS GROUNDS
Privacy Statement

The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998. Council is allowed to collect the information from you to consider this matter. Supplying this information is voluntary. However if you cannot or do not wish to provide the information, we may not be able to consider the matter. If you need further details, please contact the Public Information Officer Shoalhaven City Council.

Section 1 – Hirer’s Details					
Name of applicant/group/organisation:					
Postal Address:					
				Postcode:	
Mr/Mrs/Miss/Ms	Contact Name:				
Home Phone:		Mobile:		Fax:	

Section 2 - Casual Hire Requirements			
Park name:			Field Number:
Date:			
Hours of hire: (including set up and clean up time)			
Purpose of hire:			
Do you need floodlighting (if available)?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, time on:		Time off:	
Will you need access to:	Toilets Yes <input type="checkbox"/> No <input type="checkbox"/>	Canteen Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is this a non-profit event?	Yes <input type="checkbox"/> No <input type="checkbox"/>		Estimated number of people attending:
Do you intend charging an admission fee?	Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, admission fee is \$_____

Section 3 – Permits/Exemptions	
Subject to Council Approval (Please tick the appropriate boxes)	Details of Request
Use of loudspeakers <input type="checkbox"/>	
Amusement devices including rides, inflatables, and the like must be operated by operators who have the appropriate licenses and public liability insurance cover <input type="checkbox"/>	
Fireworks display <input type="checkbox"/>	
Erection of a temporary building or shelter, eg tent, food stall <input type="checkbox"/>	

To avoid damaging Council’s underground services, if you answered yes to any of the above, please provide a sketch indicating the proposed site/s you intend to use for the structures.

Section 4 - Insurance	
Please attach a copy of the Certificate of Currency for the Public Liability Insurance Policy. Council must be identified in writing on the above policy as an interested party.	
If your Public Liability Insurance is held through a governing body, (ie District Association) please indicate which body.	
Copy attached <input type="checkbox"/>	

Section 5 – Agreement	
<p>The duly elected officials of _____ (insert club/association /group name)</p> <p>have read all conditions included within the Shoalhaven City Council's Casual Use of Playing Fields Information Sheet and fully understand their meanings. The club/association/group agrees to abide by all of the conditions. The club/association/group has taken out insurance naming and identifying Shoalhaven City Council in accordance with the insurance clauses of the Casual Use of Playing Fields Information Sheet 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.</p>	
Date:	
Name:	
Signature:	



TERMS AND CONDITIONS OF HIRE FOR PARKS AND PUBLIC RESERVES

Local Government Act 1993

Application for the hire of the reserve/sportsground must be made through the Booking Officer, on an agreement form and shall be accompanied by the bond (if required). The Booking Officer has the authority to approve all applications for hiring made in accordance with the rules. However, contentious applications for hiring may be referred to Council for its determination.

Any special/particular requirements should be discussed with the Booking Officer at the time of booking to establish what facilities and/or equipment are needed and the actual period of hire.

RESPONSIBILITY OF THE HIRER

The hirer is responsible for the payment of the hiring fee and bond in advance. The conduct of the function/activity and shall ensure the reserve is reinstated to its condition as at the time of hiring. The hirer is responsible for the payment of any damage sustained or loss of Council property and/or furniture, fittings and equipment during the period of hire.

BONDS

Where it has been determined that a bond is required to be paid prior to the event, **the bond is payable in advance**, at the time of booking the reserve/sportsground. A refund of the bond will not be forwarded until the Booking Officer has attended at the reserve/sportsground and carried out an inspection of the reserve. Where the reserve has been left untidy or the reserve/sportsground has been damaged, the Booking Officer will contact the hirer and make arrangements for cleaning/repairs to be carried out. Any cost incurred by the Booking Officer will be deducted from the bond monies. The hirer is responsible for any additional cleaning costs necessary to reinstate the reserve/sportsground to its condition prior to the hiring and for any costs/fees incurred for the repair or replacement or any loss or damage to Council property, furniture, fittings and equipment.

Where inspection of the reserve proves satisfactory, a cheque for the refund of the bond monies will be forwarded to the hirer within ten (10) working days from the inspection date.

HIRE PERIOD

The booking shall commence and finish at the times stated on the agreement form. Any additional time required for the delivery or removal of equipment, setting up or cleaning of the reserve must be completed within the hire period.

CANCELLATIONS

Should you decide not to use the reserve/sportsground for your event, you must advise the Booking Officer at least one (1) month prior to the booked event date otherwise you will be responsible for full payment. Where payment for the event has been made prior to cancellation, a cheque in refund of the fees and bond will be forwarded by post within fourteen (14) working days from the date of cancellation.

COLLECTION/RETURN OF KEYS

Keys may be collected from the Common Booking Officer up to 1 day prior to the booked start time of an event, at a mutually convenient time.

Keys will not be handed over unless proof of payment is produced.

Keys must be returned within 24 hours of the booked finishing time of the event. Where the event takes place on a weekend or public holiday, the keys must be returned by 10.00am the following working day.

Unauthorised copying of keys is a criminal offence.



GENERAL

1. You/your organisation must accept responsibility for any claim, which arises regarding damage or accidents, which may occur during your occupation of the reserve/sportsground and is liable for restoration of any damage resulting from these activities. The cost of any breakages or damage will be deducted from the bond.
2. Users must inspect structures, goal post, in-ground sprinklers, etc. for safety **prior to use of the sports ground**. Any unsafe facilities/grounds should not be used, and should be reported to Council immediately.
3. The reserve/sportsground shall be left clean, tidy and free of rubbish at the completion of the hire period.
4. Interference with the electrical wiring, switchboard or sound equipment at the reserve/sportsground, or any alteration to Council's property whatsoever without written approval, shall result in the forfeiture of the bond and the hirer shall be liable to prosecution. The use of double adaptors is not permitted at any Council reserve/sportsground. All electrical appliances must be tested and carry a current tag . All electrical devices must be protected by an RCD
5. All activities and vacation of the facility must occur by midnight.
6. Your activities must be carried out in a manner, which does not cause "OFFENSIVE NOISE" as defined in the Noise Control Act, 1975. Mechanical equipment must not be used between the hours of 8.00pm to 7.00am weekdays or 8.00pm to 8.00am on weekends and public holidays. Musical instruments and sound equipment must not be used between the hours of 12midnight to 8.00am every day, in accordance with the Noise Control (Miscellaneous Articles) Regulation, 1995.
7. The sale of alcohol in the reserve/sportsground is prohibited except with the written permission of the police (in the form of a liquor licence or permit to sell alcohol). Should you require the sale of alcohol, you must contact the Licensing Officer at the Nowra Police Station on 4421 09697. The licence/permit must be sighted by the Booking Officer before the booking is accepted. **No alcohol is permitted within Alcohol Prohibited Areas.**
8. The police must also be advised of any evening/night function (excluding meetings) being held at the reserve. A Safe Party form (available from local Police Stations) must be completed by the hirer and given to the Booking Officer at the time of booking the reserve/sportsground.
9. The permit and the use of the reserve/sportsground is subject to compliance with any direction given by any authorised officer of Shoalhaven City Council or Police Officer in the course of his duty. **Please ensure that you have the permit and these Terms & Conditions with you at the reserve/sportsground.**
10. The hire of the reserve must be in accordance with all regulations, laws and zoning of the reserve.
11. Any requirements of the Charitable Fundraising Act, 1991 should also be observed and enquiries in this regard can be directed to the Department of Gaming & Racing in Sydney on Ph 9995 0300.
12. Wilful damage is an offence and will be dealt with by the Police. Accidental damage or breakage must be reported on return of the reserve key or by contacting the Booking Officer as soon as practical. If not reported, the damage will be deemed as wilful and will be dealt with accordingly.
13. The Booking Officer and Council reserve the right to cancel this booking immediately, should such action be considered necessary.



14. This approval does not include the exclusive use of the remainder of the public reserve/sportsground by you/your organisation. Minimum inconvenience shall be caused to local residents and to other persons wishing to use the public reserve/sportsground. The rights of the general public to use and have free and unrestricted access to the public reserve/sportsground must be respected.
15. Council may have underground services, eg, electricity and water mains, located within the bounds of this reserve. Stakes, star pickets, pegs, etc, are not to be driven without first consulting with Council for location of services within the reserve (Electricity - 4429 3233 // Water - 0412 125 964). Failure to observe this requirement may be DANGEROUS and may result in inconvenience to your event as well as the responsibility for the cost of repairs to damage.
16. NO CAMPING is allowed on any of Council's open space reserves, with the exception of Showgrounds throughout the Shoalhaven. Contact the Booking Officer for Berry, Kangaroo Valley and Milton Showgrounds. For camping at Nowra Showground, contact Mrs Meredith Freeman, Community Facilities Officer (4429 3463). Fees will apply at each of the above named Showgrounds.
17. Locking arrangements for the Nowra Showground are that all gates, doors, windows and toilets are locked up at 10pm (8.30pm on Saturdays) and unlocked at 6am. As stated overleaf, your use of this venue will cease at Midnight. You should ensure that your function is concluded in order to leave enough time for you to clean up the venue prior to Midnight. The Security Patrolman will liaise with you at approximately 11.30pm (unless stated otherwise) to ensure that no people/vehicles are locked inside the grounds unnecessarily. During camping events, the Worrigeer Street gate can be left closed and unlocked for you if you wish. Please do not hesitate to further discuss these arrangements directly with South Coast Security (Council's Security Contractor) on 4423 3400. All events occurring on weekends at Nowra Showground are routinely reported to local Police and Council Rangers. Any after hours emergency can be reported to Council on 4421 3100.
18. Any fire restrictions that are in force during this period are to be adhered to. No fires are to be lit except in properly constructed fireplaces/ barbecues. No trees are to be cut or lopped,
19. Vehicular access to the sportsground is restricted to the time required to load and unload materials. No vehicle shall remain on the reserve/sportsground except for this purpose. Vehicles are to be parked in designated parking areas only.
20. If you wish to erect a small marquee(s) for your event, please provide details of same to Council's Sportsgrounds Officer on 4429 3425. No structure is to be erected on the public reserve/sportsground without the express permission of Council.
21. **For any person to hire the reserve for more than a total of ten (10) days over any twelve (12) month period you must provide to the Booking Officer a copy of your current Public Liability Insurance Policy or Certificate of Currency. For an incorporated body, sporting club or association of any kind to hire a reserve, it will be necessary to provide to the Booking Officer a copy of your current Public Liability Insurance Policy or Certificate of Currency.** Such policy must be provided by an insurer registered by the Australian Prudential Regulation Authority (APRA), must be for at least \$10,000,000 cover (Australian Dollars or greater value), shall name SHOALHAVEN CITY COUNCIL and the MINISTER ADMINISTERING THE CROWN LANDS ACT as Principals or beneficiaries and indemnify these individuals/organisations from and against any actions, suits, claims and demands of whatever nature and all costs, charges and expenses in respect of any accident or injury to any person or property which may arise out of the activities approved under this permit. Proof of this insurance policy is to be submitted to the Director Community & Operations for perusal prior to commencement of activities. Council's Insurance Manager will approve or disapprove the insurance provider.
22. **All other hirers (not noted in Point 20) are covered under Council's Casual Hirers Public Liability Insurance Policy.**

ANNEXURE TO BOOKING FORM

HIRE COSTS - SATURDAY/SUNDAY - \$220 PER DAY inc GST.

- SATURDAY - \$110 PER HALF DAY (either am or pm) inc GST.
- WEEK DAYS - BY NEGOTIATION.
- CAMPING SITE inc YARDING/FAMILY per night- \$15 (family defined as max of 5 immediate family members inc carers).
- EXTRA FAMILY MEMBER at the same site - \$5 per head per night.
- YARDING OF HORSE ONLY - \$15 per horse per night.

- A \$10.00 booking fee must accompany this form for all proposed dates for the forthcoming year. If your day is cancelled due to wet weather, the booking fee will transfer to the new date.

NOTE – All power leads used at the Common MUST be tagged.

CLEANING - It is the responsibility of the Hirer to ensure -

- a) - the Clubhouse and toilets are left in a clean condition.
 - b) - that all rubbish is picked up and placed in the bins provided.
 - c) - that ALL bins are then emptied into the main dumpster bin.
- **FAILURE** to comply with this request will result in your club being

charged an \$80.00 cleaning fee.

NB- bring your own vacuum cleaner and cleaning aids.

MOWING OF COMMON - If you wish the Common mowed for your event the cost is \$50.00. Please contact John Saville who will arrange for it to be done or the tractor can be made available for your Club's use by an appropriate operator.

SENSITIVE AREAS - There are sensitive areas where **NO HORSES** are allowed, (the rodeo bank and the fenced off Southern toilet block) it is up to the Hirer on the day to protect these areas. **Also there is to be NO CAMPING or FIRES on the Main Arena.** It is also the responsibility of the Hirer to ensure that all competitors and spectators conduct themselves in a proper and safe manner. Dogs must be on a leash at all times.