



Sports Field Hire

Application for Use of Community and Crown Land

Fees are valid until 30 June 2012

About this form

Not all sports are suitable to be played at all sports grounds.

Use this form to apply to use Council managed sports grounds for:

- organised competition sport and/or
- organised physical training or sports training
- organised social sports
- school sport

If approved, written confirmation permitting the use of parks or open space within the Woollahra Council Local Government area at the times and locations specified below, will be issued to the applicant. This confirmation must be in possession of the applicant and on-site at all times.

If an amusement device or temporary structure is to be installed as part of the event, an Activity Approval may also be issued for the structure. **Complete the separate temporary structures eg. Marquee, fete stall etc and/or amusement devices eg. jumping castle etc application form and attach to this application.** The permit must be in possession of the applicant and on-site at all times.

Lodgement & fees

Please complete all details below and follow the instructions on page 7.

Any questions?

Please telephone Customer Service on (02) 9391 7000, visit our Customer Service Centre (see page 7) or visit www.woollahra.nsw.gov.au

▼ Applicant details

Applicant's name, address and contact details

Title: Mr Mrs Miss Ms Other:.....

Club/School/Company:

Contact Name:

Postal address:

..... Post Code:

Phone (...) Fax (...)

E-mail:

What is the total number of registered players within your club? Or How many School Students will use the field?

What is the age group and gender of these players/Students ?

.....

Clubs and other sporting groups only

Did your club / school hire any of our sports fields last year?

If so, which venue:

What is the total number of club members / school students residing within Woollahra's Local Government Area?

▼ Site details

Location & time

Park Location: Please tick the applicable box(s)

Name or location of park where event is to occur.

- | | |
|---|--|
| <input type="checkbox"/> Lyne Park | <input type="checkbox"/> Rushcutters Bay Park (Oval 1 - south) |
| <input type="checkbox"/> Christison Park 1 | <input type="checkbox"/> Rushcutters Bay Park (Oval 2 - north) |
| <input type="checkbox"/> Christison Park 2 | <input type="checkbox"/> Steyne Park |
| <input type="checkbox"/> Christison Park 3 | <input type="checkbox"/> Lower Cooper Park |
| <input type="checkbox"/> Christison Park 4 | <input type="checkbox"/> Woollahra Oval No. 1 |
| <input type="checkbox"/> Lough Playing Fields | <input type="checkbox"/> Woollahra Oval No. 2 (winter only) |
| <input type="checkbox"/> Trumper Oval | <input type="checkbox"/> Woollahra Oval No. 3 (winter only) |
| | <input type="checkbox"/> Woollahra Oval No. 2/3 (summer only) |

Purpose

Date/s:

Change rooms not available at all grounds

(For seasonal hirers or multiple bookings, please attach list of dates to the application)

*Summer seasonal period
1 October – 31 March*

Time: Start..... Finish.....

*Winter seasonal period
1 April – 30 September*

Purpose of hire:

Non-standard line marking and /or out of season goal post installation may not be able to be provided in some instances

Lighting required: (see *Additional information* for locations).....

Change rooms required: (see *Additional information* for locations)

Is the sport to be played out of season?:
(eg, Rugby competition/training in summer)

Is non-standard line marking of field required?:
(eg, 5 a side soccer tournament requires non-standard field dimensions)

▼ Insurance details

A copy of the certificate of currency is only required for seasonal sports field bookings

The applicant must supply Council with a copy of the Certificate of Currency showing Public Liability Insurance to the value of at least ten million dollars (\$10,000,000) per claim for the intended period of hire.

▼ Conditions of hire

Fees

Schools within the Woollahra Municipality are not charged for use of grounds during school hours (ie 8.30am to 3.30pm).

Seasonal hire

Council requests payment of the hiring fee within 14 days of the date of attached invoice. Failure to pay within 90 days of this invoice may result in the facility being withdrawn from use by Council.

Council defines the Winter season as April – September inclusive, and the Summer season as October - March, inclusive.

All training times must be booked through Council.

A seasonal booking at Trumper Oval is for Sydney Grade competition matches, only. Trumper Oval seasonal bookings are entitled to the discount seasonal rate for Sydney Grade matches (men's and women's) only. Inter-club or promotional matches are not entitled to this discount, the casual hire fee applies.

Casual hire

Casual hirers must pay the fees, in full, prior to the date of the event. The booking will not be confirmed until payment is made.

A cancellation fee will be charged to cancel bookings, provided at least two weeks notice is given, and the balance of the fee will be refunded. No refund will be made if less than two weeks is given. For turf wickets, Council must receive written notification two weeks prior to a booked date to cancel the use of the ground. Without two weeks notice, the full fee will be charged.

Cricket nets	<p>Hiring of a cricket oval with cricket nets located adjacent to that ground, guarantees the hirer exclusive use of the nets for the duration of their park hire booking.</p> <p>These locations include; Woollahra Oval 2/3, Trumper Oval and Lower Cooper Park.</p>
Floodlighting	<p>\$12.50 per hour – Refer to “Additional Information” for locations of lights.</p> <p>Lights are available on some grounds and may be requested for your training. A separate fee for lights will apply.</p>
Line marking	<p>\$325.00 per field. Line marking out of season ie, Rugby competition/training in summer is subject to approval.</p>
Goal posts	<p>\$285.00 per field. Goal posts installation out of season ie, Rugby goal posts required for competition/training in summer is subject to approval.</p>
General conditions of hire	<p>Listed below, for your reference, are Council’s Conditions of Hire</p> <ul style="list-style-type: none">• The area is to be left in a clean and tidy condition. Any excess rubbish is to be removed by the park user.• You must abide by any direction given by a Council Officer.• The driving and parking of any vehicle in parks / reserves is prohibited. Any unauthorised vehicle access will be subject to a large fine.• No amplification of any kind is to be used – including loud hailers, microphones and megaphones.• The Event must not give rise to offensive noise under the <i>Protection of the Environment Operations Act 1997</i>.• Council does not provide access to power.• Council will not be held responsible for any articles left on the grounds or in buildings.• Sub-letting of fields/parks is not permitted.• No trees, shrubs or other vegetation must be removed, lopped or damaged.• No tables or chairs (unless person is disabled, elderly or less-mobile) are permitted in the park / reserve without the written consent of Council.• Standard permissible hire times are from sunrise to sunset.• If the park is not used on the day as a result of inclement weather a cancellation fee will apply and shall be retained from the original fee. Requests for refunds must be made in writing. All refunds are processed by cheque. Please note that no refund will be granted if more than 10 working days have lapsed since the date of the event.• If the park booking is cancelled in the lead-up to the date of the event, a cancellation fee will apply and shall be retained from the original fee. Requests for refunds must be made in writing. All refunds are processed by cheque. Please note that no refund will be granted if less than 10 working days notice is provided.
Specific conditions of hire	<p>Listed below, for your reference, are Council’s specific conditions of hire for sportsfields:</p> <ul style="list-style-type: none">• Minimal amplification, such as a small PA system, is permitted for announcements only, and must not be at a volume that does not cause disturbance to local residents.• A PA System is not to be used for amplification of music or other continuous sound.• Clubs are responsible for removing all strapping and other tapes from the field at the conclusion of their booking.

- No loose heaps of garbage are to be left behind.
- Your organisation will be charged for any cleaning or maintenance, which arises as a result of your booking.
- Participant and spectator vehicles must not be parked on Council's parks or reserves, or upon grass verges or footpaths.
- A minimum of 1.8 metres clear width on the footpath must be available for pedestrians. No obstruction can be placed on footpaths less than 1.8 metres wide.
- No signage can be hung between trees and other park infrastructure.

Regulations

Section 632 Local Government Act 1993

The following activities are prohibited in Public Places:

- Depositing rubbish, breaking or leaving any bottle, glass, syringe or other object likely to endanger the safety of any person.
- Any act that will cause damage to the reserve.
- Consuming alcoholic beverages in designated alcohol free parks/reserves. ie. Steyne Park and Guilfoyle Park
- Any game or activity that is likely to damage property, injure, endanger or cause nuisance to any other person.
- Taking of motor vehicles or motorbikes (except in constructed car parks and driveways).
- Lighting of fires (except in Council constructed fireplaces or portable barbeques).
- Any other regulations signposted in the Park/Reserve.
- No amusement device or temporary structure is to be erected, without prior Council approval.

Permissible times

No sporting activity on sports fields will be permitted before 7.00am and after 9.30pm.

Wet weather

Woollahra Council has a recorded message advertising whether grounds are open or closed. In the event of wet weather, user groups should call the Woollahra Council Wet Weather Line - **9391 7916**.

Failure to comply with Council's Wet Weather Procedure will result in the applicant being banned from using the field for the remainder of the season.

Indemnity

You, the applicant, indemnify Council from and against all actions, claims, costs, losses, expenses and damages (including the costs of defending or settling any action or claim) in respect of:

- Loss of, loss of use of, or damage to property of Council; or
- Personal injury (including death) or illness to any person or loss of, loss of use of, or damage to any property;

resulting from or by reason of anything done or omitted to be done by you arising out of your activities undertaken at or near Council's facility.

Your liability to indemnify Council is reduced proportionally to the extent that a negligent act or omission of Council or its employees has contributed to the injury, damage or loss.

Canteen hire

Trumper Oval and Casual hirers only. Facilities include:

- hot and cold water,
- fridge, and
- power outlets

Specific needs and stock must be supplied by the hirer.

Keys may be picked up from reception at **Woollahra Council Chambers, 536 New South Head Road, Double Bay, the working day before hire**. You can arrange this when you make your booking. Keys must be returned as arranged.

Conditions of hire of Council's Buildings

If you hire Council's change rooms or use any building owned or managed by Woollahra Council you are required to abide by the "Conditions of hire of Council's buildings". These conditions are available upon request from Council's Recreational Bookings Coordinator.

▼ Activity approval checklist

- 1. Do you intend having an amusement device eg. jumping castle, petting zoo, etc? Yes / No
 If so, have you completed the Amusement devices activity approval application form and attached it to this form? Yes / No

- 2. Do you intend having a temporary structure eg. Marquee? Yes / No
 If so, have you completed the *Temporary Structure Activity Approval Application* form and attached it to this form? Yes / No

(These forms can also be found on Council's website)

▼ Additional information

Night Lighting Locations & Change rooms

A permit will be issued with a copy of the receipt when Council receives payment. This will confirm location, date(s) and time(s) of the access.

Take the permit with you on the day(s) of the hire to confirm your approved access with any Council Officer, Council's Park Ranger or interested parties.

The issued permit does not grant exclusive access of the public open space.

Night Lighting locations

The following are fields with night lighting available: Christison Park 1 (Soccer field), Woollahra Oval 1/2/3, Trumper Oval and Lyne Park.

Change rooms

Grounds with change rooms available for hire: Christison Park, Woollahra Oval 2/3, Trumper Oval and Lyne Park (Seasonal hirers only).

▼ Signature

Your declaration

Council will not process this application without the signed acknowledgement of park hire conditions.

I, (the applicant) have read, understood and accept the conditions of hire. I accept that all these conditions must be complied with on the day(s) of the activity.

⊗ Signature: Date:



How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

E-mail: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Who to contact: The Recreational Bookings Coordinator

Fees

(fees are valid until 30 June 2012 and include 10% GST)
The appropriate fee must accompany the application.

Summer Bookings

Trumper Oval

Turf Cricket Wicket \$825.00
(per day use and Sunday hire only)

Woollahra Oval 2/3, Christison Park Ovals 1, 2 and 3, Steyne Park, Lough Playing Fields 1 & 2 (Junior), Rushcutters Bay Park 2 (west), Lower Cooper Park 1 & 2 (Junior)

Synthetic cricket wickets and other summer sports

Fees

Hourly rate \$55.50

Winter Bookings

Trumper Oval, Woollahra Ovals 1, 2 and 3, Christison Park Ovals 1, 2, 3 and 4, Lyne Park, Steyne Park, Lough Playing Fields, Rushcutters Bay Park 1 & 2, Lower Cooper Park

Fees

Hourly rate \$55.50
Floodlights (per hour) \$13.00

Payment methods

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque or Money Order (make payable to Woollahra Council) or by credit card — American Express, Bankcard, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.
- For cheque payments, please make payable to Woollahra Council

Acknowledgement

You will receive a receipt specifying the amount of fees paid. We will acknowledge that we have received your application and provide you with a permit.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on-site. On street parking in nearby streets is also available.

Additional Fees

Line marking: (subject to approval) \$335.00
Goal post installation: (subject to approval) \$295.00
Key issue (per key): \$125.00

Cancellation Fee: Applicants must contact Council in writing. A fee of \$80.00 is retained if applicant cancels with a minimum of two weeks prior notice. Otherwise no refund is given.

Wet weather cancellation: A fee of \$80.0 is retained if applicant contacts Council in writing no later than two weeks after the planned event. Otherwise, no refund is given.

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (*refer receipt for details*)

Retain your receipt as proof of lodgement of the application.

Receiving Officer:.....Date:

Cashier:Date:

OFFICE USE ONLY

Fee Type	Receipt Code	Fee \$
Ground hire	334	
Bond	28	
Total:		



Privacy notification

The personal details requested on this form are being collected, and will only be used for the purpose of processing your application, keeping records and establishing your identity. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to this information is restricted to Council officers and other authorised people. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.