

# Sports Field Hire

Application for Use of Community and Crown Land

*Fees are valid until 30 June 2019*

## 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
- organised physical training or sports training
- organised social sports (including Bubble Soccer)
- school sport

**A minimum of two weeks' notice is required to process the application.**

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 e.g. Marquee, fete stall etc. and/or Amusement Devices e.g. jumping castle etc. Application form and attach to this application.**

## Lodgement & fees

Please complete all details below and follow the instructions on page 5.

## 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](http://www.woollahra.nsw.gov.au)

## ▼ Applicant details

### Applicant's name, address and contact details

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

Contact Name: .....

Club/School/Company: .....

Postal address: .....

..... Post Code: .....

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

E-mail: .....

How many players / school students will use the field? .....

Age Group? ..... Gender? .....

*Clubs and other sporting groups only*

What percentage of club members / school students reside within Woollahra's Local Government Area? .....

Is your club / school a Good Sports Club? YES / NO

Visit [www.goodsports.com.au](http://www.goodsports.com.au) for more information

# ▼ 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 - soccer)        |
| <input type="checkbox"/> Christison Park 1    | <input type="checkbox"/> Rushcutters Bay Park (Oval 2 – cricket/rugby) |
| <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"/> Andrew Petrie Oval (Woollahra Synthetic)      |
| <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

*Change rooms not available at all grounds*

*Summer seasonal period  
1 October – 31 March*

*Winter seasonal period  
1 April – 30 September*

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

Date/s: .....

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

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

Purpose of hire: .....

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

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

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

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

# ▼ Insurance details

The applicant must supply Council with a copy of the Certificate of Currency showing Public Liability Insurance to the value of at least twenty million dollars (\$20,000,000) per claim for the intended period of hire.

Are you hiring for:

- a sporting body? Yes / No
- a club? Yes / No
- an association? Yes / No
- a corporation? Yes / No
- an incorporated body? Yes / No
- a school? Yes / No

If you have answered Yes to any question above, you are required to provide evidence of your Public Liability Insurance.

If you have answered No to all of the questions above, is the activity you are requesting to hire for:

- non-commercial? Yes / No
- not for profit? Yes / No

If you have answered No to either question above, you are required to provide evidence of your Public Liability Insurance.

## ▼ Conditions of hire

### **Fees - Seasonal hire**

Schools within the Woollahra Municipality are not charged for use of grounds during school hours (i.e. 8.30am to 3.30pm) except at Andrew Petrie Oval (Woollahra Synthetic), where hire fees are applicable at all times.

Limited availability exists for Andrew Petrie Oval (Woollahra Synthetic) during winter season due to existing lease agreement.

Council requests payment of the hiring fee within 30 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.

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.

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### **Fees - 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.

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### **Cricket nets**

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.

These locations include; Woollahra Oval 2/3, Trumper Oval and Lower Cooper Park.

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### **Floodlighting**

Lights are available on some grounds and may be requested for your training. A separate fee for lights will apply.

Flood lighting available at: Christison Park 1 (Soccer field), Andrew Petrie Oval (Woollahra Synthetic), Woollahra Oval 2/3, Trumper Oval and Lyne Park.

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### **Line marking**

Line marking out of season i.e., Rugby competition/training in summer is subject to approval.

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### **Goal posts**

Goal posts installation out of season i.e., Rugby goal posts required for competition/training in summer is subject to approval.

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**General conditions of hire**

- 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.
- Council does not provide access to power.
- Minimal amplification, such as a small PA system, is permitted for announcements only, and must 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.
- Any generator and/or other equipment that is to be used must conform to the Department of Environment and Conservation Guidelines and not create a nuisance to the amenity of the neighbours.
- All rubbish must be removed and the area left in a clean and tidy condition.
- Sports Clubs and Schools are responsible for removing all rubbish, including strapping and other waste from the field at the conclusion of their sporting matches or training.
- Your organisation will be charged for any extra cleaning or maintenance, which arises as a result of your booking.
- 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.
- No marketing, sales or promotions of any kind to be undertaken within the Park during the period of use.
- Consuming alcoholic beverages in designated alcohol free parks/reserves. ie. Steyne Park and Guilfoyle Park
- No amusement device or temporary structure is to be erected, without prior Council approval.
- Council may impose other conditions not listed in this document which are site specific or event specific.

**Andrew Petrie Oval (Woollahra Synthetic) – site specific conditions of hire****Andrew Petrie Oval (Woollahra Synthetic) - Site Specific Conditions:**

- Moulded studs or blades are permitted.
- Do not wear flat soled trainers or sports trainers ie. sandshoes
- Strictly no piercing the field for corner posts, goal nets or other training aids.
- No smoking or naked flames permitted on or near the field.
- No chewing gum allowed on the field.
- No animals are permitted on the synthetic field.

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**Permissible times**

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

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**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.

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**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.

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**Canteen hire**

Trumper Oval and Casual hirers only. Facilities include: hot and cold water, fridge and access to 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.

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**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.

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

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## ▼ Activity approval checklist

- |    |  |                          |
|----|--|--------------------------|
| 1. | Do you intend having an amusement device e.g. jumping castle, petting zoo, etc.?<br>If so, have you completed the Amusement Devices Activity Approval Application form and attached it to this form? | Yes / No<br><br>Yes / No |
| 2. | Do you intend having a temporary structure e.g. Marquee?<br>If so, have you completed the Temporary Structure Activity Approval Application form and attached it to this form?                       | Yes / No<br><br>Yes / No |

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

## ▼ 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  
Council Chambers

**Courier or personal delivery:** 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](mailto:records@woollahra.nsw.gov.au)  
**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Recreational Bookings  
Coordinator

### Fees

Fees are valid until 30 June 2019.  
The appropriate fee must accompany the application.

### Summer Bookings

**Trumper Oval:**  
Turf Cricket Wicket \$990.00  
(per day use and Sunday hire only)

### Synthetic cricket wickets and other summer sports:

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

**Fees - Hourly rate** \$67.00

### Winter Bookings

Trumper Oval, Woollahra Ovals 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** \$67.00

### Andrew Petrie Oval (Woollahra Synthetic)

Community/Non-for-profit/schools - hourly rate \$100.00  
Standard/commercial - hourly rate \$200.00

### 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, 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) \$400.00

Goal post installation: (subject to approval) \$357.00

Key issue (per key): \$125.00

Floodlights (per hour): \$16.50

**Cancellation Fee:** Applicants must contact Council in writing. A fee of \$52.00 is retained, if applicant cancels with a minimum of two weeks prior notice. Otherwise no refund is given.

**Wet weather cancellation:** A fee of \$52.00 is retained, if applicant contacts Council in writing no later than two weeks after the planned event. Otherwise, no refund is given.

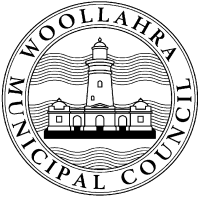
To be completed by Council's Cashier and Customer Service Officer. GST may be applicable ( <i>refer receipt for details</i> ) Retain your receipt as proof of lodgement of the application.  <input checked="" type="checkbox"/> Receiving Officer: ..... Date:..... <input checked="" type="checkbox"/> Cashier: ..... Date:.....	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
	Ground hire	334	
	Key Deposit	28	
Total:			

AcctAAA

## 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.

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# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 0.55%**

Payments should be sent to: Wollahra Council  
 536 New South Head Road  
 DOUBLE BAY NSW 2028

OR

PO Box 61  
 DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS		<input type="checkbox"/> DINERS CLUB		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> VISA									
Full Name on Credit Card																
Credit Card No.				--				--								
Card Expiry Date			--			Total Amount Paid		\$								
Cardholder's Signature																
Date					Contact Phone No.											

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For **Sports Field Hire**

Council Reference Eg. DA No.etc **T334**

Address (where applicable)

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## PRIVACY NOTIFICATION

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OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	-----	
	Date	-----	