



## APPLICATION FOR HIRE OF A COUNCIL **SPORTSGROUND** SEASONAL HIRE / REGULAR HIRER

Hirers wanting to book for a **Community Event** or an event that includes amusement devices and/or market stalls are required to complete and submit the **Special Events Application form** instead of this Sportsground hire form.

Hirer Details			
Name of Hirer / Club:			
Applicant (Name)			
Contact Numbers	(H)	(W)	(M)
Postal Address:			
Email Address:			
Club Position (Secretary/ President):			

Facility Requirements			
Gala Days, Presentations and Finals must be <b>booked separately</b> and one month prior to event. Associations must consult with Council prior to allocating finals and semi finals to any council grounds.			
Facility Name			
Purpose of Hire			
Areas of Facility Required: Fields / Clubhouse / Other:			
Do you require Sportsground Lighting?		Do you require (have) storage at the facility?	
Date Training Commences		Date Season Concludes:	
Date Season Commences:			

Days of Hire:	Start Time	Finish Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Administration Centre, P O Box 21 PICTON, 62-64 Menangle Street, PICTON NSW 2571  
 Phone: (02) 4677 1100 Fax: (02) 4677 2339 Email: [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) DX: 26052 PICTON  
 Web: [www.wollondilly.nsw.gov.au](http://www.wollondilly.nsw.gov.au)

Additional Information Required	
Number of members/teams/competitors in senior/junior groups:	
Do you require the facility during school holidays?	Yes/No
Do you require the facility on public holidays?	Yes/No
Will alcohol be sold at any time during your hire? If yes, a copy of your liquor licence should be included with this application:	Yes/No

Public Liability Insurance	
Please provide a copy of your Club/Organisations Public Liability Insurance Policy (minimum coverage required \$10,000,000) with your application.	
Public Liability:	
Insurer:	
Policy No:	
Expiry Date:	

User Group Committee Details			
Postal Address:			
Club Email:			
Total number of members:			
• Junior:			
• Senior:			
• Executive/Officials/Coaches:			
Year Club was formed			
Club Association (s)			
President		Secretary	
Name		Name	
Address		Address	
Home Phone		Home Phone	
Mobile		Mobile	
Email		Email	

## User Group Agreement and Hire Agreement

Wollondilly Shire Council and the various sporting clubs who use Council grounds and facilities have a shared duty of care to provide a safe and enjoyable sporting experience for the participants. Council provides as far as is reasonably practicable grounds & facilities that are fit for use and have inspection programs for each facility, which are carried out on a cyclical basis during normal working hours Monday to Friday.

Accordingly Council cannot guarantee that the ground conditions have not changed post these inspections, therefore it is the responsibility of the user group to inspect the ground or facility for any “obvious” risks, such as broken glass, depressions, ruts, cracks, exposed sprinkler heads etc. prior to allowing training or play to commence.

Council recommends user groups contact their respective association to request a copy of an approved risk assessment tool that will assist in the process of conducting the inspection.

### Conditions of Use

It is a requirement that all users of Wollondilly Shire Council sporting facilities ensure that:

1. The Club has a current public liability insurance policy for a minimum of \$10,000,000 - a copy of the Certificate of Currency must be provided to Council.
2. A hazard inspection is conducted prior to the use of the grounds and facilities to check for “obvious risks”.
3. If an “obvious” hazard is identified and can be removed, or controlled by the user group that it is done prior to the facility being used.
4. If the identified hazard cannot be removed or controlled but the risk of injury is considered to be “low” that it is brought to the attention of all those who need to know – coaches, referees, ground controllers, club executives, as part of the decision to continue to use the playing grounds or facilities.
5. If the identified hazard cannot be removed or controlled and the risk of injury is considered to be “high” and potentially unsafe the facility must not be used – notify Council (4677 1100 24hr service) as soon as possible.
6. All hazards identified requiring Council attention must be submitted in writing by email to Council’s Customer Request Management (CRM) team at [crm@wollondilly.nsw.gov.au](mailto:crm@wollondilly.nsw.gov.au). A thorough description of the problem is required including the facility name and location, specific details of the hazard and its location within the facility in addition to your name, club name and contact details. Council’s CRM team can also be contacted by telephone on 4677 1119, Monday to Friday between 8am and 4.30pm only.

Each participating club should ensure that the following player and club safety requirements are considered:

1. A fully stocked first aid kit, including an ice pack, is available at all times.
2. A qualified first aider is in attendance at all times.
3. All coaches are appropriately qualified.
4. All referees and umpires are appropriately qualified.
5. Appropriate protective equipment is worn by all participants at all times – protective equipment should be properly fitted and comply with relevant standards.

## User Group Agreement and Hire Agreement *continued*

6. Records are kept of all significant injuries incurred as a result of participation in officially sanctioned competition games, trial matches or training sessions.
7. Appropriate steps are taken to prevent the spread of infectious diseases and to comply with infection control practices for a bleeding player.
8. People under the influence of alcohol or drugs are not permitted to participate.

For further information in relation to this User Group Agreement please contact Council's Facilities Coordinator on 4677 9523.

For further information about sports safety and how your club can continue to ensure safe and enjoyable participation in sport contact

**Sports Medicine Australia – 1800 685 684**  
**or**  
**NSW Department of Sport and Recreation – 13 13 02**

## Conditions of Use and Hire Agreement

I the hirer confirm that I am over 21 years of age.

I have read and understand the accompanying User Group Agreement (Pages 3 & 4 of this application) and Council's Conditions of Hire (Pages 6 & 7 of this application).

**I acknowledge that the contents of the User Group Agreement have been read and understood, and agree that as the person signing this application, it is my responsibility to ensure that the information is relayed to the club committee and in turn coaches or other officials as required.**

I understand that the Management Committee or Council reserve the right to cancel Approval to Hire if:

- Payment is not made by the due date;
- Any significant change to the original intended purpose for the use of the facility occurs;
- The conditions of Hire are breached.

**I undertake to be responsible for the payment of Fees, Charges and Bonds fixed by Council for hire of the facility and any additional charges arising out of hiring in accordance with the Conditions of Hire and which we agree shall apply to and form the basis of this application.**

Name			
Signature		Date	

**Privacy Statement:** Wollondilly Shire Council is collecting personal information from you on this form for the purpose of assisting the determination process of your application. This information is required by law and failure to provide the information may lead to rejection or delays of your application. At any time you have the right to access, view or correct the personal information that you have provided. Please also note that information supplied on this document may be the subject of a request to access information under the Government Information (Public Access) Act 2009 (GIPPA)

### Office Use Only

Hire Fee: Public Liability Insurance: Bond: Key Deposit:	Confirmation Letter: Invoice: Booking Reference:
---	--

## Conditions of Hire for Council Sportsgrounds – HIRER TO RETAIN

Completion of the Application for Hire form does not confirm your booking. Your booking is not confirmed until you have received written confirmation from Council or the Management Committee and is subject to the payment of all fees and bonds.

### Booking Process, Fees & Bonds:

1. Only persons 21 years and over are permitted to sign Council Application for Hire forms. Proof of identity must be provided on request. Those signing on behalf of an organisation must be duly authorised to do so.
2. Hirers must complete a Booking Application form and agree to use only that part of the facility nominated in the Hire Application, and confirmed by Council or the Management Committee (whichever is applicable). A new booking application is required one month prior to the commencement of each season. The facility must only be accessed in the booked time for the purposes stated on the hire application. The hirer must ensure that they include sufficient time in their booking to allow for setting up and packing up following their hire.
3. Hirers are to clearly state the nature and type of activity that is to take place on their Booking Application form. Sporting groups making an application for seasonal use must clearly state commencement and finishing dates. In addition, dates for trials, competitions and finals must be provided, together with training days and times. Penalties are applicable for use of Council grounds without a booking.
4. All Hire fees, Bonds and Deposits are to be paid in accordance with Council's terms of payment, as outlined on their invoice. Season Hire Fees are required to be paid **prior** to the commencement of the season.
5. Hirers must pay the appropriate fee in accordance with the schedule of Fees and Charges as adopted by Council. If the Hirer wishes to apply for a Reduction or Waiver of Council's Adopted Fees they should contact Council's Facilities Coordinator for details of this process at [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) or on 4677 9523.
6. All hirers must maintain a Public Liability Insurance Policy for a minimum of ten million dollars (\$10,000,000.00) endorsed to indemnify Wollondilly Shire Council against any accident, injury or damage resulting from or incidental to the hirer's use of council facilities. .
7. The Hirer is required to give seven (7) days' notice of cancellation otherwise full payment must be made. A processing fee of 10% of hire fee is applicable to cancellations if more than seven (7) days but less than one (1) months' notice is provided. No fee is applicable if one month or more notice is provided for cancellations.
8. Refundable bonds are retained by Council for the following season unless the club requests in writing the return of their bond. All keys must be returned prior to the refund of the bond. Failure to leave the facilities undamaged, clean and tidy will result in an applicable penalty as per Council's Adopted Fees & Charges and/or may result in the forfeit of the bond.

### Keys

9. If a key is required, the Hirer or person nominated by the Hirer may collect keys and sign the Key Issue Form at a time suitable to Council's Facilities Coordinator or the Management Committee Booking Officer. Keys are only able to be collected on a weekday before 5pm and an appointment must be made for this process.
10. No additional keys may be cut by the Hirer. Any additional keys required must be ordered by Council and further key deposits will apply. All Keys remain the property of Wollondilly Shire Council.

### Alcohol and Security

11. The following terms relating to the use of alcohol are prohibited –
  - The consumption of alcohol in glass bottles;
  - The consumption of intoxicating liquor by persons under the age of eighteen (18) years;
  - Bringing bulk alcohol or kegs into a community facility; or
  - Selling alcohol on the premises without a Liquor Licence.

### Damage Bond and care of the Facility

12. All Hirers must remove their own **rubbish** from the site. In doing so Hirers must not place this rubbish in any fixed Council bin, or trade waste bin, located in or near the facility
13. No vehicles or heavy machinery are to be taken onto the playing field without the prior written permission of Council. All vehicles must use the allocated parking areas. .

## Conditions of Hire for Council Sportsgrounds – HIRER TO RETAIN

14. The area is to be left clean and tidy.
15. The Hirer undertakes that in connection with the use of the facility they will not permit or suffer anything to be done which is damaging, disorderly or offensive. The Hirer shall be held responsible for the conduct of each and every person in attendance at their function and the preservation of good order generally.
16. User groups must who have seasonal bookings must seek approval from Council prior to installing or removing goal posts and/or covering and uncovering cricket pitches, etc.
17. Roundup, Creosote or Dieseline products (or any other products that kill the grass) are **not** to be used for line or any other permanent markings. Substances to be used for marking must be approved by Council's Parks Superintendent.
18. If the facility is left in an unsatisfactory condition that requires remediation works, including removal of rubbish, hirers will be charged for the service and the amount due deducted from the bond. Any damages must be paid for. If the total due exceeds the bond paid, the additional amount will be charged to the hirer.

### Wet Weather

19. Any group allowing training or play on a ground that is rain affected or has been closed by Council or the Management Committee will be responsible for restoration costs if damaged and may lose use of the grounds for the remainder of the season.

### General

20. User Groups proposing to carry out improvement works at the facility must receive written approval from Council prior to the commencement of any works. Council's *Application for Approval of Building Project on Council Land* must be completed and submitted to Council for any proposed improvement projects. Please contact Council's Facilities Coordinator at [council@wollondilly.nsw.gov.au](mailto:council@wollondilly.nsw.gov.au) or on 4677 9523 for further information.
21. Council, any of its Officers or Management Committees, reserve the right to refuse any booking, or to cancel a booking within reasonable grounds and shall no way be liable for any loss or damage suffered by the Hirer, or any firm or corporation supplying any article or service to the Hirer, or otherwise in consequence of the exercising of this right. Management Committees are to advise Council in writing of the grounds for any such action.
22. The Hirer must carry out a safety inspection prior to use of the facility in accordance with the signed user group agreement. Hazards that are not able to be remediated must be reported to Council immediately.
23. No animals are to be taken on the ground unless prior permission is obtained from Council, and it is not in contravention of Council Ordinance Signs.
24. The Hirer must obtain Council's approval for the erection of any signs or banners, etc. within or outside the facility, in accordance with Council's Advertising Policy.
25. Sub-Rental/Leasing by Hirers which have been allocated the use of a particular facility is prohibited.
26. Council may impose additional conditions of use when assessing your application, if so, details will be included in your confirmation letter.

### SUMMER SEASON: 1 OCTOBER TO 31 MARCH

End of season games being played during March have priority over winter sports, where multipurpose fields are being used. Dates of all Semi-Finals and Finals must be provided to Council as soon as they are available.

### WINTER SEASON: 1 APRIL TO 30 SEPTEMBER

End of season games being played during September have priority over winter sports, where multipurpose fields are being used. Dates of all Semi-Finals and Finals must be provided to Council as soon as they are available.