



# SPORTING FACILITIES, RESERVES & PARKS APPLICATION FORM

- Please complete the following application form and return to [council@upperhunter.nsw.gov.au](mailto:council@upperhunter.nsw.gov.au)
- Application fee and copy of Public Liability Policy must accompany this application
- A separate application form is required to be completed for each location

## TYPE OF BOOKING Please tick box

- Casual allocation  Season allocation

## GROUNDS REQUIRED FOR USE Please tick and indicate which field is required

- Bill Rose Sports Complex, Scone \_\_\_\_\_
- Scone Park \_\_\_\_\_
- Jefferson Park \_\_\_\_\_
- Merriwa Grounds \_\_\_\_\_
- Murrurundi Grounds \_\_\_\_\_

## BOOKING DETAILS

Name of applicant (club, association or school) \_\_\_\_\_

Sport to be played or event type \_\_\_\_\_

Number of attendees \_\_\_\_\_

Number of teams: Junior <18s \_\_\_\_\_ Senior <18s \_\_\_\_\_

Number of registered players: Junior <18s \_\_\_\_\_ Senior <18s \_\_\_\_\_

## DURATION OF BOOKING DATES

First date of booking: \_\_\_\_\_ Last date of booking \_\_\_\_\_

Council Use Only:	
Date received:	User group / fee:
Date approved:	Date invoiced: If applicable
Approved by:	Print name:
Certificate of Currency received:	YES / NO

**APPLICANT** School principal, club president contact

Given name \_\_\_\_\_ Surname \_\_\_\_\_

Postal address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

**SECONDARY CONTACT** Sports coordinator, club secretary

Given name \_\_\_\_\_ Surname \_\_\_\_\_

Postal address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

**CLUB TREASURER**

Given name \_\_\_\_\_ Surname \_\_\_\_\_

Postal address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mobile \_\_\_\_\_ Business \_\_\_\_\_

Email \_\_\_\_\_

**PRIMARY CONTACT FOR CLUB**

President name \_\_\_\_\_ Secretary name \_\_\_\_\_

Treasurer name \_\_\_\_\_

A committee member must be nominated as the primary contact for all correspondence from Council and the Recreation Board, as well as to make enquiries to Council and the Recreation Board, where appropriate.

**INSURANCE**

**The applicant MUST attach evidence of a current Public Liability Policy for \$20 million, which identifies Upper Hunter Shire Council from and against all claims arising from the user group/organisation's legal liability as a result of its occupancy.**

**DATES NOT REQUIRED DURING SEASON** School holidays, etc.

Date not required from \_\_\_\_\_ to \_\_\_\_\_

**PERMITS/EXEMPTIONS** Subject to Council approval – please circle yes or no

- 1. The erection of a temporary building or shelter, e.g. tent, marquee, etc. Yes / No  
If yes, please provide dimensions and proposed site plans
- 2. Sale or consumption of alcohol Yes / No  
If yes, please provide a copy of liquor license
- 3. Sale of food and/or drink items Yes / No  
If yes, please provide proof of understanding of Food Act 2003 and Food Regulation 2004, available from [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- 4. I have read and understand the attached Terms and Conditions of use of sporting facilities, reserves and parks Yes / No
- 5. Certificate of Currency is in date and attached Yes / No
- 6. Risk Assessment is attached Yes / No

**COMMENTS**

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**DECLARATION**

I certify that the information in the cover sheet and the attached sections of this form are true and complete.

Name \_\_\_\_\_

Delegation/position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRIVACY STATEMENT**

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information are officers within Council; data service providers engaged by Council from time to time; any other agent of Council. The supply of the information is voluntary. If you cannot provide or do not wish to provide the information sought, Council will be unable to process your application. You may make an application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the Act. Council is the agency that holds the information. Enquiries concerning this matter can be addressed to the Public/Privacy Officer.

## BOOKING DETAILS

Name of park/reserve \_\_\_\_\_ Field \_\_\_\_\_

First date of hire \_\_\_\_\_ Last date of hire \_\_\_\_\_

MONDAY					
	Start	Finish	Activity	Frequency	Other Requirements
<b>Snr</b>			Training    Competition	Weekly    Fortnightly	Dressing Sheds    Canteen    Floodlights
<b>Jnr</b>			Training    Competition	Weekly    Fortnightly	Dressing Sheds    Canteen    Floodlights
TUESDAY					
	Start	Finish	Activity	Frequency	Other Requirements
<b>Snr</b>			Training    Competition	Weekly    Fortnightly	Dressing Sheds    Canteen    Floodlights
<b>Jnr</b>			Training    Competition	Weekly    Fortnightly	Dressing Sheds    Canteen    Floodlights
WEDNESDAY					
	Start	Finish	Activity	Frequency	Other Requirements
<b>Snr</b>			Training    Competition	Weekly    Fortnightly	Dressing Sheds    Canteen    Floodlights
<b>Jnr</b>			Training    Competition	Weekly    Fortnightly	Dressing Sheds    Canteen    Floodlights

THURSDAY									
Time	Start	Finish	Activity		Frequency		Other Requirements		
Snr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights
Jnr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights
FRIDAY									
	Start	Finish	Activity		Frequency		Other Requirements		
Snr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights
Jnr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights
SATURDAY									
	Start	Finish	Activity		Frequency		Other Requirements		
Snr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights
Jnr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights
SUNDAY									
	Start	Finish	Activity		Frequency		Other Requirements		
Snr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights
Jnr			Training	Competition	Weekly	Fortnightly	Dressing Sheds	Canteen	Floodlights

# Terms and Conditions for use of Council Sporting Facilities/Reserves/Parks

## Definitions

- *Sporting Facility/Reserve/Park* - all parks, ovals, grounds and fields that are hired for physical activity or events, includes all infrastructure.
- *Risk Assessment* – an assessment of the level of risk and likelihood of risk associated with the task.
- *User group* – includes but is not limited to organisations, clubs, businesses and schools.
- *Hirer* – casual bookings – *normally a family or party group or private function and cannot use the facility for more than a total of 10 days over any 12 month period*
- *Work Method Statement* – Step by step listing of how the task is to be completed and the level of risk determined through a risk assessment.

## Bookings

- All applications for use of Council sporting facilities and recreation areas must be made in writing using standard form provided.
- Confirmation booking letter will be supplied stating the fees to be paid to Council.
- Major sporting events are to be booked separately to regular seasonal bookings, e.g. Regional, State competitions, school carnivals.
- Pre-season training is to be booked in the same manner as seasonal bookings.
- When Council permission is granted to a person or organisation for one activity, no other activity shall be substituted nor will sub-letting by the person or organisation be allowed.
- The person or organisation that has approval to use the sporting facility or recreation area will be responsible for the conduct of ALL persons using the grounds and facilities provided as well as the safe custody and proper use of the property, furniture, fittings and appliances.

## Sporting Facility/Reserve/Park Care

- It is the responsibility of the user group or hirer to ensure
  - all lights are turned off;
  - all taps and showers are turned off;
  - windows, doors, and gates are closed and locked prior to vacating the facility;
  - The user group or hirer will be responsible for any damage to the facilities resulting from failure to care for the facility.
- Only one electrical appliance is to be used in each power point. Power points are not to be overloaded with double adaptors or power boards. Any modification to hirer's electrical equipment on site is to be carried out by a qualified electrician.
- Organisations wishing to have entertainment at any of their events, where the entertainment involves a level of noise (e.g. a band playing), or draws a large crowd, may be subject to Council's "Night Time Entertainment Policy". Organisations must inform Council at the time of making inquiries about booking the facility if this is the case.

## Food & Beverages

- Glass containers and bottles are not permitted on any area of the Sporting Facility/Reserve/Park. It is the responsibility of the user groups or hirer to ensure that this rule is enforced. User groups will be charged the cost of removal of glass from the Sporting Facility/Reserve/Park.
- Hirers will comply with any requirements of the **Food Act 2003** and the **Food Regulation 2004**. The web site available: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- Any loss of perishables will be the sole responsibility of the user group or hirer. Council will not be responsible for the loss of any perishables for any reason.
- All user groups wishing to sell Alcohol will be required to obtain permission from Council with specific dates and times, as well as hold a Function On-Licence<sup>1</sup>. All persons who will be carrying out the sales of Alcohol will be required to have a Responsible Service of Alcohol Certificate. Any persons who are caught consuming Alcohol on Council Property without prior approval; become the responsibility of the user group or hirer.

<sup>1</sup> . In accordance with the *Liquor Act 1982*.

## Special Events

- Occasionally, Council may, under special circumstances, require the use of a ground for a special event or purpose. Under these circumstances, Council has the right to the occupation of the ground for the duration of the event. Council will provide as much notice as possible under these circumstances and will assist the affected user group in finding a suitable alternative venue. Events that do not form part of the intended use of the ground will be required to submit a special event application to Council, e.g.: Walk for Life, Concerts etc.

## Sporting Facility Repairs/Damage

- User groups or Hirers must inform Council as soon as possible if any damage is found to any Sporting Facility/Reserve/Park, equipment, buildings and environments.
- Report any incident to Council property through Customer Service on 6540 1115 (Scone Office); 6521 7000 (Merriwa Office) or 6540 1350 (Murrurundi Office). Failure to do so will result in the costs to repair such damage being charged to the responsible user group or hirer.

## Ground Inspection

- It is the responsibility of the user group or hirers to inspect the grounds to ensure that they are safe for participants to use prior to any activities taking place. This includes an outer ground inspection. The user group or hirers must document the inspection prior to use of the grounds.
- If the Sporting Facility/Reserve/Park is deemed to be in a hazardous or dangerous condition or is in any way unfit for use, the user group shall report the hazard or dangerous condition to Council immediately. The user group or hirer shall not, without the consent of Council in writing, permit the use of the Sporting Facility/Reserve/Park.

## Ground Closure

- If there is dispute with regard to ground closures the user group will refer the dispute to Council to determine.
- If a user group fails to appropriately close a ground due to inclement weather conditions and/or for safety reasons and the ground is damaged then the user group or hirer will be charged the cost of rectifying the damage. Failure by the user group or Hirer to pay for the rectification will result in cancellation of the booking and future bookings until the costs are recovered.
- Council may, at any time, withdraw the use of the Sporting Facility/Reserve/Park if it is deemed to be unplayable due to inclement weather conditions and/or for safety reasons.
- Council reserves the right to cancel an allocation of a Sporting Facility/Reserve/Park if it is considered that the ground may be unduly damaged by use. In such cases Council will assist the affected user group in finding a suitable alternative venue.

## Ground Care

- Sprinklers are not to be covered in sand. *The only exemption to this condition is Merriwa No 1 Oval.* Problems with the sprinkler system should be reported to customer service on 6540 1100.
- Cricket wickets are not to be covered with sand or top dressing soil.
- All soil to be placed on ovals are to be supplied by or permission sought from Council.
- Vehicles are not permitted onto the playing surface other than emergency vehicles where required.

## Linemarking

- All the marking of fields is to be carried out by the designated user of the facility.
- All marking of playing fields shall be by surface marking only and will be the responsibility of the user group allocated to the ground. The use of Herbicides for linemarking is forbidden. Any user group found to be using herbicides for linemarking will be charged the cost of rectifying the damage. Failure by the user group to pay for the rectification may result in cancellation of the booking and future bookings until the costs are recovered.
- If requested, linemarking for one-off events will be charged as per Council's current fees & charges schedule.

## Floodlights

- The use of Council facilities, which have floodlights installed, shall be restricted to the type and level of sports that comply with the type and standard of floodlighting installed.

## Keys

- Regular hirers of grounds will be issued with keys to amenities and facilities.
- Each group will be issued with 2 keys, refer to Council's current Fees and Charges for rates.

## Goal Posts & Sporting Equipment

- User groups will be responsible for the erection of goal posts and equipment at the start of each season. *The only exemption to this condition is Merriwa No 1 Oval for the Merriwa Rugby League competition.*
- Council is to be advised and will inspect all goal posts once erected by the user groups to ensure they meet the requirements of the Fair Trading Regulation 2005.
- User groups will be responsible for the removal of goal posts and equipment at the end of each season.
- All moveable league and soccer goal posts are to be removed by the user group from the playing areas after use and made safe as per *Fair Trading (General) Amendment (Soccer goals) Regulation 2005.*
- Council will remove from the ground any goals found to be left in an unsafe position. User groups will be charged for the costs involved.
- Council only permits the use of portable goalposts which comply with the relevant Australian Standard (HB227-2203). Prior to each use, a safety check of the goal posts must be undertaken by the user organisation or its representative in accordance with the Australian Standard and Soccer NSW.

## Infrastructure and Improvements

- Any upgrades, replacement or maintenance on Council property that user groups or hirers are seeking to undertake are required to obtain the permission of Council before work is carried out.
- Any work undertaken on Council property requires that appropriate OH&S work method statements and risk assessments are documented and implemented with all documents signed and dated by the person undertaking the work.

## Advertising & Signage

- All signage including advertising and temporary signs need to be authorised by Council's Community and Recreation section in accordance with Council's DCP Guidelines for Outdoor Advertising.

## Subletting

- User groups shall not sublet grounds to other groups unless approved by Council. This ensures casual users are fully aware of terms and conditions of the hire of the venue and also contribute to maintenance costs.

## Facilities

- Organisations wishing to engage amusement devices for any reason, will need to provide Council with the following original documents:
- Logbook for each amusement device within the meaning of the Construction Safety Regulation, 1950, and
- Current Public Liability Policy with a minimum cover of \$20M (Attach original Certificate of Currency with the interest of Upper Hunter Shire Council noted clearly on the Certificate).
- If the person or organisation fails to enforce the observation of any of these conditions or fails to remove any person who has committed any breach of these conditions from the area, the use of the sporting facility or recreation area shall be terminated, without any liability being incurred by Council.

## Insurance & Child Protection

- All user groups should be incorporated and hold a current Public Liability Insurance policy for a minimum of \$20 million which indemnifies Council from and against all claims arising from the user group/organisation's legal liability as a result of its occupancy. A copy of your current Public Liability premium should be supplied to Council.
- Council maintains a Public Liability Insurance Policy of casual hirers and should Council need to claim on this policy, the hirer is responsible for the first \$1,000 (excess) of any such claim.
- User groups are required to ensure that all players and officials are covered by insurance.
- Any incidents occurring, not caused by a player or occurring naturally are to be reported to Council.
- The user group or hirer accepts full and complete responsibility for any loss of or damage to any personal property (including money, jewellery & credit cards), property on hire or loan or any contents stored in the facility. The user group must obtain their own insurance.
- NSW Child Protection Legislation - Sporting user groups who provide services for children and wish to use or hire Council's facilities must have appropriate Child Protection policies or procedures in place. For further information on the Child Protection Checklist please contact NSW Sport and Recreation on 13 13 02.

## Policy & Protocol

- Council's adopted "Smoke Free Outdoor Area Policy" is to be enforced by the user group.
- Maintenance Protocol that applies to Sporting Facility/Reserve/Park is to be enforced by the user group.