

HOW TO COMPLETE THIS FORM - CLUBS

Please read carefully to ensure you are invoiced correctly.

Call Council's Customer Service Centre on **9725 0222**

Log a CRM request for Preseason Bookings.

1. Complete Application Form (*prior to the deadline*)

Incomplete applications will be returned to the hirer and no allocation will be made for grounds.

2. Complete and return (***required prior to field allocation***)

- i. Council's Conditions of Hire
- ii. Council's Wet Weather Agreement
- ii. To assist, attach your Line Marking Plan

3. Council will send you a confirmation email advising field allocation (end February)
(ensure your email address is written clearly)

4. Address any concerns within 28 days.
(no correspondence will be entered into thereafter)

5. If no submissions are made, Council will raise an invoice for payment.

6. A refundable bond applies when fields are left undamaged and in clean and tidy manner.

This bond can be carried over each year until the Club advises that the ground is no longer required.

7. Invoices will be sent at the start of the season. Payment is required to secure your booking.

Payment confirms and avoids casual bookings through the Customer Service Centre.

APPLICATION - SPORTSFIELDS WINTER SEASON

1 April to 31 August (inclusive)

- Allocation will be based on applications received by Council by the **xxdate/month/year**.
- **Applications made after this time will be given lower priority (including preferred Hirers).**
- No allocation will be made to Clubs who do not submit an application form.
- Applicants must submit the signed application, conditions of hire and wet weather agreement.
- You will receive an email advising allocations by after the Panel meets. Any discrepancies must be addressed within 28 days. No correspondence will be entered into thereafter.
- Incomplete applications will be returned to the Hirer and no allocation will be made to that Hirer until the form is complete.
- **Applicants must provide an email address for the purpose of user notification. NO EXCEPTIONS.**

SECTION 1 - HIRER DETAILS			
Name of Club / Association:			
Sport to be played:			
Name of Affiliating Association:			
Number of Registered Players:			
Number of Juniors:			
Number of Seniors:		Number of Teams:	
Level of Competition: (E.g. U/17, 1 st grade)		Number of Females: Number of Males:	
Use	Training: Yes No	Games: Yes No	

**PLEASE PHOTOCOPY SECTION 3
IF MORE THAN TWO FIELDS ARE USED**

Section 3 must be completed for each field

Confirmation will reflect the information contained on this page; and any discrepancies must be addressed within 28 days.

No correspondence will be entered into thereafter and you will be required to pay the sum on the invoice you receive as a result.

SECTION 2 - PARK INFORMATION

Park Name:			
Facility Description: (Please tick required items)	<input type="checkbox"/> Toilets <input type="checkbox"/> Change Rooms <input type="checkbox"/> Canteen <input type="checkbox"/> Other _____ <input type="checkbox"/> Field Numbers _____ <input type="checkbox"/> Court Numbers _____ (indicate no. of fields/courts)		
First Day of Season:	1 September	Last Day of Season:	31 March

SECTION 3 - DAILY HIRE REQUIREMENTS

Details:	Field			Field		
	Time Start	Time Finish	Activity (i.e. training / games)	Time Start	Time Finish	Activity (i.e. training / games)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

SECTION 4 - CONTACT DETAILS

CONTACT 1		(As listed below, these contacts will be used as the sole representative for the Club when dealing with Council Officers)	
Mr/Mrs/Miss/Ms (Circle)	Name:		
Official Position: (Pres / Sec / Treas)			
Postal Address: (P.O. Box)			Postcode:
Phone No. (Home):		Phone No. (Work):	
Phone No. (Mobile)		Fax No	
Email Address: (must be supplied)			
Clubs Website			
Permission Granted for this information to be used to update Council's Community Directory and as such to be publicly available: (Please state preferred contact number.)			
Signature:		Contact Number :	

CONTACT 2			
Mr/Mrs/Miss/Ms (Circle)	Name:		
Official Position: (Pres / Sec / Treas)			
Postal Address: (P.O. Box)			Postcode:
Phone No. (Home):		Phone No. (Work):	
Phone No. (Mobile)		Fax No	
Email Address: (must be supplied)			
Permission Granted for this information to be used to update Council's Community Directory and as such to be publicly available: (Please state preferred contact number.)			
Signature:		Contact Number :	

COUNCIL COPY

SECTION 7 – AGREEMENT FORM

The duly elected officials of Club _____
(insert club / association name)

Have read all conditions included within Fairfield City Council’s “Conditions of Hire of Sportsfields” and fully understand their meanings. The Club agrees to abide by all of the conditions outlined as part of this application. The Club has taken out insurance naming and indemnifying Fairfield City Council in accordance with the insurance clauses within this application and conditions of hire documents. The Club agrees 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.

Date:	
Title:	
Name:	
Signature:	

CONDITIONS OF HIRE FOR SPORTSFIELDS/SPORTING FACILITIES

GENERAL INFORMATION

The relevant provisions of the Local Government Act, 1993 shall be deemed to be incorporated in and form part of the Conditions of Use.

All bookings must be made on the required Application Forms.

**Deadlines apply for Permanent/Seasonal Hire:*

- *Winter Season - first Saturday in April to last Saturday in August*
- *Summer Season - first Saturday in September to last Saturday in March*

INDEMNITY

Applicants for the use of Council Sports fields/Sporting facilities must have a Public Liability Insurance Policy suitable to cover their exposures in the jurisdiction of New South Wales. The cover shall be for no less than \$10,000,000 for each and every claim. The cover must be maintained throughout the period of hire. The Hirer must produce evidence of cover for the period of hire. Exemptions can be requested and considered by Councils Community Facilities Coordinator, upon application.

FEES AND CHARGES

The Hirer agrees to pay to Council the Fees and Charges for the use of the Council's sportsfield/sporting facilities as determined by the Council.

The Hirer agrees to have usage of the areas as prescribed in the application form and use only that part of the facility for which a fee has been paid.

The Hirer must state the purpose of use and pay in accordance with Council's scheduled Fees and Charges.

The Hirer shall not assign or sublet or grant any licences in respect to the sportsfield or sporting facility.

Where the sportsfield or sporting facility is made available for one activity, no other activity shall be substituted without the consent of Council.

Where a booking is made for activities or functions which in the Council's opinion are not covered by Councils list of fees and charges, Council reserves the right to impose special conditions and to fix a charge considered to be reasonable, having regard to the nature of the activities of functions to be held.

If the applicant wishes to charge an entry fee in respect to any enclosed sportsfield or sporting facility, details of that charge must first be submitted to Council for its approval and the Council may, by resolution, transfer to the Hirer its right to collect such a fee.

CANCELLATION

If it is decided by the Hirer to cancel the booking before the commencement of the hire, one month's notice, thereof shall be given and upon written application, any fee paid will be refunded. If less than one month's notice in writing has been given of a cancellation of booking due to sudden or unforeseen circumstances, then upon written application stating those reasons, Council will consider refunding the booking fee less any amount to cover any expenses incurred by Council. No refund of any fees will be made in any other situation.

The right is reserved to cancel any hire/fixture if, in the opinion of Council, the area is unfit for play, or the probable damage resulting from such play would be detrimental to the future use of the subject area. This does not imply that a sportsfield left open by Council will be safe at the time of any activity. The site should be inspected by the applicant immediately prior to and during any activity.

KEYS

Relevant keys are issued to the Hirer or nominated person by way of a deposit and is subject to:

ORIGINAL SET OF KEYS

- A refund will be processed once the keys are returned to the Customer Service Centre upon termination of hire.
- If keys are lost the Hirer must pay for the lost key **and** for a replacement key.
- No additional keys may be cut by the Hirer.

ADDITIONAL KEYS

- A key deposit will be required for any additional keys.
- If a key is lost, the Hirer will forfeit the key deposit and an additional fee will be charged for the replacement key(s).

Under no circumstances are copies to be made of keys for the sportsfields or sporting facility. Any Hirer or organisation failing to observe this requirement will be barred from future use of any sportsfield or sporting facility.

All keys are required to be returned at the completion of the Hirer's allocated season.

USAGE AND SECURING OF KEYS

- Keys must be removed from locks after use and secured.
- After flood lights are turned off, the keys must be removed from the lighting keyhole and secured.

This supports the insurance requirements of the building and ensures that any Claim will not be prejudiced.

If Council staff are required to remove keys, a call out fee will apply.

SETTING UP

The hire times as prescribed on the application form must be strictly followed. If the Hirer wishes to extend the prescribed hire times, the Customer Service Centre must be advised prior to the activity and the request will be considered if times are available and extra fees will be charged accordingly.

The Hirer shall be responsible for maintaining the line markings, or pay Council to mark out as in accordance with Council's list of charges. The Hirer shall be held responsible for the satisfactory conduct of all persons using the sportsfield/sporting facility and for the safe custody and proper use of the improvements, furniture, fittings and appliances. The applicant shall report any breakages or problems to the Council as soon as possible.

The Hirer will be a responsible person or incorporated organisation and will be liable to the Council for the cost of repair of any damage to any part of the sportsfield/sports facility including shrubs, trees, flowers, turf, pipes and fittings including fire extinguishers, fire blankets, gardeners equipment, seats, playground equipment, building, sheds, facilities and the like of all contents, furniture and fittings.

The Hirer will also be liable for defacing of walls or other alterations. All works to repair any such damage shall be completed by the Council at the Hirer's expense, unless the Hirer obtains the Council's prior written consent for the Hirer to complete such works.

The Hirer's goods and equipment are not to be stored within any Council assets erected on the sportsfield or sporting facility.

STORAGE CONTAINERS

The use of storage containers is regulated on public land. Storage containers will only be approved where a Licence Agreement is in place and annually reviewed by Fairfield City Council.

Storage containers must comply with the terms of the Licence Agreement and be removed at the owners cost upon the cessation of the licence.

ADVERTISING

The Hirer must obtain Council's approval for the erection of any signs outside the facility.

FIRE REGULATIONS and OBJECTIONAL MATERIALS

The Hirer shall inspect the subject sportsfields/sporting facilities immediately prior to the commencement of their use and during the period of use and shall not, without the consent in writing of the Council, permit the use thereof if any dangerous condition is found to exist at such sportsfield or sporting facility or it is in any other way unfit for use.

Under no circumstances must the Hirer use or permit the use of metal portable goal posts, cages or other portable improvements on any playing sportsfield or sporting facility and if any portable goal posts or cages are used they must be constructed from PVC piping.

In the case of portable soccer goalposts these must be constructed in accordance with Australian Standards HB227-2000.

It will be a breach of a fundamental condition of these conditions of use, to fail to comply with the requirements of this clause and the Council reserves the right to remove any metal portable item found to be in use or stored in any of its sportsfields or sporting facilities.

All exit doors are to be kept clear and unobstructed at all times.

Fire extinguishers, hose and blankets are provided within the facility. This equipment is not to be used inappropriately or removed from Council's premises.

No naked flame is permitted within the facility.

All Hirers are to familiarise themselves with the Fire Evacuation Plan located in the building.

In case of fire or similar emergency, evacuate the building and contact the emergency services on 000.

SMOKING AND ALCOHOL

Fairfield City Council has in place a "puff free" parks policy to encourage maintaining sportsfields and parks as no smoking areas.

Fairfield City Council sportsfields and parks are alcohol free areas.

LOSS OR DAMAGE

The Hirer indemnifies the Council, it's officers, servants and agents from and against all damage, costs, charges, expenses, actions, claims and demands which may be sustained, suffered, recovered or made by any person for any injury such person may sustain when using or entering or near any portion of the subject sportsfields or sporting facilities (whether such injury be to the person or to property), where such injury arises or has arisen as a result of the negligence of or as a result of the creation of some dangerous thing or state of affairs by the Hirer or by any member agent or employee of any unincorporated Club or association named in this application for ground hire or by the Hirers failure to observe the

obligations outlined in the conditions of hire. The Hirer’s liability shall be reduced by the portion that any act of Council, its Officers or agents may have contributed to the injury or loss.

INSURANCE

The Hirer must effect and maintain a *Public Liability Policy*

A copy of the Insurance Policy and Certificate of Currency must be presented to Council with the Application Form for sports field hiring.

Please note: It is the responsibility of the Hirer to provide Council with an up to date Certificate of Currency.

CLEANING AND REMOVAL OF GARBAGE

The sportsfield/sports facility and any buildings relating thereto which are made available for use must be left in a clean state, free from food scraps, papers, bottles, tins and the like.

If not, the area will be cleaned by Council at the Hirer’s cost and the further hiring by that person or organisation may be refused.

ACCEPTANCE OF CONDITIONS OF HIRE

I certify that I have read and agree to abide by the foregoing conditions of hire.

HIRERS/CLUB NAME

PRINT NAME

SIGNATURE & DATE

AFTER HOURS CONTACT NUMBERS

In the case of an emergency or any problems with Council's Community Facilities, please ring the following number to contact Council's after hour's staff.

9725 0222