

HOW TO COMPLETE THIS FORM - SCHOOLS

Please read carefully to ensure your booking can be correctly entered into Council's system.

1. Complete Application Form
(In-complete applications will be returned to the school and no allocation will be made for grounds).



2. Complete and return (**required prior to field allocation**)
i. Application Form
ii. Signed copy of Council's Conditions of Hire.



3. Council will enter your data to reserve your booking in the system.



4. Once you have reserved your regular bookings, additional bookings can be made by contacting:

Council's Customer Service Centre

86 Avoca Road
WAKELEY NSW 2176
Phone - 9725 0222



5. Start using your ground

Report maintenance/service requirements on 9725 0222

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SCHOOLS APPLICATION FOR HIRE OF SPORTSFIELDS

- ❖ Allocation will be based on applications received by Council by **1st December 20XX**
- ❖ **Applications made after this time will be given lower priority**
- ❖ No allocation will be made to schools who do not submit an application form
- ❖ Applicants must submit the signed application and conditions of hire.
- ❖ **Please do not use the application form for Cross Country, Athletics Carnivals etc. you must call the Customer Service Team.**
- ❖ **Additional bookings throughout the year can be made by contacting Council's Customer Service Centre on 9725 0222**

School Details

Name Of School

Address

Suburb State

Postcode Country

School Telephone School Fax

Is your school located in the Fairfield Local Government Area? *(please circle)* YES NO

Zone Region

School Principals' Details

Given Name Surname

Mobile/Phone Email

Sports Coordinators' Details

Given Name Surname

Mobile/Phone Email

Insurance Details

Is your school insured under the NSW Treasury Managed Fund? *(please circle)*

YES

NO

If you answered **NO**, the following section must be completed and copy of your certificate of currency attached.

Insured - Name on Policy

Insurance Company

Insurance Type Coverage \$

Policy Number Expiry Date

I have attached a current copy of the insurance

Venue Requirement - PE, School Sport etc.

Park Name Field Number(s)

Term *(please circle)* 1 2 3 4 Sport

Booking Schedule - all areas **MUST** be completed and dates **MUST** be circled on calendar attached

Day	Time Required		Number of Participants	Activity/Sport/Level e.g. PE, Interschool Soccer
	From	To		
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Please do not use this application form for Cross Country, Athletics Carnivals etc., you are required to call the Customer Service Team on 02 9725 0222 to book these in

2018 Calendar

Required dates **MUST** be circled on calendar

Legend

Public Holidays
School Holidays

January 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Declaration

I have read and understood Fairfield City Council’s Terms and Conditions for the Use of Sports Fields and agree to abide by these conditions including ensuring the holding by Council of the refundable **damage deposit**. I hereby certify that the information supplied in this application is correct to the best of my knowledge. I also undertake to advise Fairfield City Council should there be any alterations or additions to the information supplied

You must be aware that MISUSE of the venue could result in an action for damages against you due to an allegation of negligence.

APPLICANTS NAME
(Please Print)

SIGNATURE

DATE

Please return completed Application to the:

CUSTOMER SERVICE TEAM	
<p>Administration Customer Service Centre Hours: 8:30am to 4:30pm 86 Avoca Road, WAKELEY NSW 2176</p> <p>Call Centre Hours: 8:30am to 5:00pm</p> <p>Mailing Address: PO Box 21 FAIRFIELD NSW 1860</p>	<p>Email Address: mail@fairfieldcity.nsw.gov.au</p> <p>Phone: 02 9725 0222 Fax: 02 9725 4249</p> <p>Website: fairfieldcity@nsw.gov.au</p>

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.

Regular Hirer's

- ❖ *Are per calendar year - applications forms sent out end of November each year for the following year*

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.

The hirer hereby grants the Council an indemnity from and against all claims, demands, remedies, suits, injuries, damage, losses, costs, liabilities, actions, claims for compensation and the like for which the Council may be liable in conjunction with injury, damage or accidental death through the hirer's neglect or default or the neglect or default of any other person in connection with the hirer's use of the facility..

Fees & Charges

The Hirer agrees to pay to Council the Fees and Charges for the use of the Council's sports field/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 sports field or sporting facility.

Where the sports field 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 or functions to be held.

If the applicant wishes to charge an entry fee in respect to any enclosed sports field 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.

Methods of payments accepted are as follows:

- ❖ Cheques payable to Fairfield City Council
- ❖ Money orders
- ❖ EFTPOS - Savings or Credit - during Council business hours
Please Note: If paying by credit a service fee applies and only **MASTERCARD** or **VISA CARDS** are accepted.
- ❖ **STRICTLY NO ELECTRONIC TRANSFER FUNDS**

The forfeit of all or part of the deposit plus GST will apply if the conditions are not complied with.

Cancellation

Termination of contract, hirer must give (4) weeks' notice. If it is decided by the Hirer to cancel the booking before the commencement of the hire, notice, thereof shall be given in writing, 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.

Cancellations of event/booking must be given at least one (1) week prior to the date of the booking, if less than one (1) weeks' notice is given, the Hirer will be charged for the date booked.

The Hirer may cancel any booking by contacting the Customer Service Team AND LODGING a Customer Request Management (CRM) enquiry.

The hirer may change their times (if available) on their Application Form up to six (6) weeks after the commencement date. Any changes made after this time will incur an administration fee.

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 sports field 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

Where 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 Team upon termination of hire
- ❖ Hirers are allowed one (1) set of keys, if these keys are lost the hire must pay for the replacement key
- ❖ No additional keys may be cut by the Hirer

Additional Keys

- ❖ Keys will be limited to 2 per hirer
- ❖ A key deposit will be required for each additional key
- ❖ If a key is lost, an additional fee will be charge for the replacement key(s)

Under no circumstances are copies to be made of keys for the sports fields or sporting facility. Any Hirer or organisation failing to observe this requirement will be barred from future use of any sports field 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 is required to remove keys, a call out fee will apply

Setting Up

The hire times as prescribed on the application form must be strictly adhered to. If the Hirer wishes to extend the prescribed hire times, the hirer must contact the Customer Service Team and lodge a (CRM) 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 sports field/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 sports field/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.

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

Advertising

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

Fire Regulations & Objectionable Material

The Hirer shall inspect the subject sports fields/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 sports field or sporting facility or it is in any other way unfit for use.

- ❖ 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

Child Protection Laws

If your activity involves children under the age of up to 18 years of age you are legally required to comply with Child Protection Acts including conducting employment screening in line with this legislation.

Smoking & Alcohol

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

- ❖ **COMMUNITY ORGANISATION** - Five (5) million dollars
- ❖ **COMMERCIAL GROUPS** - Ten (10) million

The policy **must** note Fairfield City Council as an Interested Party or show it covers the organisation/group anywhere in Australia for the duration of the hire period.

A copy of the Insurance Policy and Certificate of Currency must be presented to Council with the **Application Form for Regular Hire**.

It is the responsibility of the hirer to provide Council with an up to date Certificate of Currency when the current certificate expires. If frequent reminders are sent to hirers an administration fee will apply.

The hirer takes full responsibility for any accident or injury incurred during the course of any booking.

Cleaning & Removal of Garbage

The sports field/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

The facility is only let on the prescribed conditions in these rules and the payment by any person of any sum of money shall be deemed to be an acknowledgement and acceptance by such person of the conditions and stipulation in these terms and conditions.

AFTER HOURS CONTACT NUMBER

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

9725 0222