

Sportsground Casual Hire Application Form



All sections of this application form must be completed. Please take time to go through the checklist located on the final page of this form to ensure your application is eligible for assessment. If amusement devices are to be used, the application must be received by Council 5 weeks prior to event. For any further information, please contact Council's Sports Liaison Officer on 4974 2808.

SECTION 1 – APPLICANT DETAILS	
Organisation Name:	
Mail Postal Address:	

SECTION 2 – APPLICANT INFORMATION – Two contacts must be provided for your organisation.			
Contact Name:		Position:	
Work Phone:		Home Phone:	
Mobile:		Fax:	
e-mail:			

Contact Name:		Position:	
Work Phone:		Home Phone:	
Mobile:		Fax:	
e-mail:			

SECTION 3 – EVENT DETAILS			
Sportsground Name:		Field No:	
Day & Date of Use:			
Start Time:		Finish Time:	
Sport to be Played:			
Number of Participants:		Spectators No.s:	
Participant Level	Junior	Senior	Mixed
Type of Use:	Competition	Training	Other:
Level of Use:	Social	Local	District
Regional	State	National	International

SECTION 4 – EVENT REQUIREMENTS

Access to Toilets:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Keys may be required to access these toilets. A refundable key bond of \$145 per key is required.	
Access to Dressing Sheds: (where available)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Keys will be required to access these dressing sheds. A refundable key bond of \$145 per key is required.	
Access to Canteen: (where available)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Canteen Use to be negotiated directly between the casual and seasonal user of this facility	
Access to Floodlights: (where available)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Use of floodlights will incur a charge. Please specify time floodlights are to be used:	
Additional Garbage Bins Required:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Extra bins will incur a charge. Please specify quantity of 240 litre bins required:	
Access to Electricity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please specify electrical equipment to be used and location of use:	
Are you Selling Food?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Food to be sold:	
			Type of food premise? (Eg canteen, food van)	
			Food Van Licence Operator Name & Licence Number: (where applicable)	
Erecting a Temporary Shelter?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type:	
			Size:	
			Quantity:	
			Location:	
Using Amusement Devices? (Public Liability Insurance of hire company must be attached)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type of rides: (Please attach a sketch identifying the location of the amusement rides)	
			Company name:	
Using Amplified Sound?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Equipment type:	
			Time of use:	
Selling Alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Copy of approved Liquor licence must be attached.	

SECTION 5 – PUBLIC LIABILITY INSURANCE – Copy of Certificate of Currency must be attached			
Insured Name:			
Insurance Company:			
Policy Number:		Coverage Value:	
Commencement Date:		Expiry Date:	
Location of Coverage:			
Newcastle City Council Noted as an 'Interested Party'?	YES	NO	

NOTE: If Newcastle City Council is not noted as an Interested Party on your Certificate of Currency, please provide a reason why: _____

SECTION 6 – CASUAL HIRE AGREEMENT			
I have read and agree to abide by the conditions detailed on Page 4 of this application form. The information supplied on this application form is to the best of my knowledge. Should there be any alterations to this information, I will advise Newcastle City Council immediately.			
Applicant Name:		Position:	
Applicants Signature:		Date:	

Please ensure all relevant sections of this form are completed and signed. When completed please return to:

The Booking Officers
Kotara Parks Local Committee

kotaraparks@gmail.com

Newcastle City Council Parks & Recreation Administration Use Only					
Application received:			Document Number:		
Contact Info provided:	Yes	No	Sportsground Level:	Local	Dist. Reg.
Toilets:	Yes	No	Canteen Use:	Yes	No
Dressing Sheds:	Yes	No	Electrical Account:	Council	Other
Floodlights:	Yes	No	Liquor licence attached?	Yes	No N/A
Cert of Curr for PLI attach:	Yes	No	Expiry date:		
NCC noted?	Yes	No	If no, reason given:	Yes	No
Application signed:	Yes	No	Application Complete:	Yes	No
Booking Numbers:					

SCHEDULE OF CONDITIONS

Failure to comply with these conditions could result in the withdrawal of future approvals, the recovery of costs and/or the institution of legal action.

1. The area and facilities are to be left clean and tidy. Failure to do so will invoke a charge for cleaning. User is to remove all excess rubbish. All large receptacles are to be wheeled and placed on hard surface only.
2. The facilities are to be opened and closed by a responsible person and the keys returned to Council on the following business day after use.
3. Keys are not to be copied and all keys or locks lost or damaged are to be paid for by the user.
4. All damage to the sportsground or facilities caused by the user will be CHARGED thereto.
5. The operation of a loud speaker or sound amplifying device shall be controlled so as not to interfere with the control of the users of the sportsground or of persons in the adjacent vicinity.
 - a. All amplified sound including testing to be:
 - Directed from adjacent residents
 - Confined within the area of the sportsground in use
 - Commenced no earlier than one hour prior to the presentation or earlier than 8.00am
 - Cease no later than 9.30pm.
 - b. At all times the noise levels from testing and the presentation should not exceed the background level, measured in the absence of open air entertainment, by more than 5dB(A) at the nearest affected resident.
 - c. The operator of the sound mixing equipment is to be:
 - Informed of the abovementioned conditions
 - Required to contact the Environmental Protection Union, Environmental Management on telephone 4974 2533 PRIOR TO THE EVENT to ensure intended sound levels comply. Remember NOISE ANNOYS.
6. A separate licence is required for approval to sell foodstuffs or refreshments in the sportsground. Approved vans or constructed canteens only to be used.
7. Canned beverages only are allowed to be taken onto the sportsground, and under no circumstances are patrons permitted to take glass bottles or receptacles onto the ground.
8. No fires are to be lit on the sportsground.
9. All barbeques are to be of the suspended type.
10. Where specific power supply is required, private arrangements must be made with Council's Electrical Supervisor (Ph 4974 2651) for the installation, metering and disconnection of such power. Power may be used on a sportsground by arrangement:
 - The lead is supported in an appropriate manner at a minimum height of 2.4m and maximum span of 10m.
 - Suitable earth leakage circuit breaker is used at the source of power, ie. to provide protection of the supplying lead and the connected apparatus
 - The user is required to pay the cost of any "call out" due to the overload use of available power.
11. Council reserves the right to prohibit the use of the sportsground in the event of heavy rain, in times of drought, or where damage is likely to be caused to turf wickets or playing areas. It is the responsibility of the user to ascertain from Council the extent of such prohibition.
12. When used by children, a responsible person (association, organisation) must be appointed in charge.
13. A separate application may be required to Council's Environmental Management section **one month** prior to the event in respect to the erection and operation of amusement devices.
14. Shade tents if approved, shall be placed as directed and all pegs removed on dismantling.
15. If any person or organisation is responsible for bringing into the ground or amenities, any form of equipment (either privately owned or hired from a third party), then that person or organisation is to arrange for the removal of that equipment from the ground or amenities on the same day, or it is to remain locked in the ground or amenities until the next normal working day before being removed. Alternatively, the ground or amenities may be opened outside normal working hours to allow the person or organisation to remove the equipment, subject to that person or organisation agreeing to meet the full costs incurred by Council for the "call out".
16. Council is to be indemnified against any claims for liability connected with the hirer's use and control of the area. A copy of the Certificate of Currency for Public Liability Insurance (minimum \$10 million) with Newcastle City Council noted as an 'Interested Party' is to be forwarded to Council prior to the event.
17. Enclosed/Enclosure of Grounds
 - a. Where an entry charge is to be made to an enclosed ground or specific use of facilities is required, the rentals and charges are to be separately determined by Council.
 - b. Where use is for social activities without an entry charge, outside normal working hours, private arrangements are to be made with the curator in respect of the preparation of the ground, etc. Such arrangements are to be made at least one week prior to the use thereof. Please advise Council should you require access to gates on the sportsground.
18. No glass is to be taken into the sportsground area. All food and beverages are to be served in plastic containers.
19. Use during the summer (cricket) season is to be conducted away from cricket turf wickets

SECTION 7 – APPLICATION LODGEMENT CHECKLIST

Applicants should take some time after completing their application form to work through this checklist to ensure that the application has been fully completed.

This information is essential for Newcastle City Council to make a full assessment of your application. If this information is not included, NCC will not be able to assess your application.

Please ensure your application is complete by ticking a box for each item. At the conclusion of this Section, if 'No' has been ticked for any item, then your application is incomplete and will not be assessed.

Section 1 – APPLICANT DETAILS

YES

NO

N/A

Applicant details complete

Section 2 – APPLICANT CONTACT INFORMATION

Two organisation contact details provided

Section 3 – EVENT DETAILS

All details completed

Section 4 – EVENT REQUIREMENTS

Toilet Access completed

Dressing Sheds Access completed

Canteen Access completed

Floodlighting Access completed

Additional Garbage Bins completed

Electrical Access completed in full

Sale of Food completed in full

Erection of Temporary Shelter completed in full

Amusement Rides completed and location sketch attached

Amusement Company Public Liability Insurance attached

Use of Amplified Sound completed in full

Sale & Consumption of Alcohol – Liquor Licence attached

Section 5 – PUBLIC LIABILITY INSURANCE

Insurance details completed

Copy of valid Certificate of Currency Attached

NCC Noted as an Interested Party (check N/A if reason provided)

Section 6 – CASUAL HIRE AGREEMENT

Application signed