

School Term Application Form



Please complete all fields on this form and return to the Kotara Parks Local Committee via email kotaraparks@gmail.com.

SECTION 1 - SCHOOL DETAILS – CONTACT INFORMATION			
School Name:			
School Phone:		School Fax:	
Contact Name:		Position:	
Mobile Phone:		Email:	

SECTION 2 – WEEKLY SCHOOL SPORT BOOKING – Only one day per sportsground can be booked								
Park Name:				Term : (Please circle at least one)	1	2	3	4
Day of Use:	Monday	Tuesday	Wednesday	Thursday	Friday			
Time of Use:								
Toilets Required for this Use?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Toilets will be opened at the start time specified above during school hours only					

SECTION 3 – ANNUAL CROSS COUNTRY CARNIVAL (Only to be completed if using a Newcastle City Council sportsground)					
Preference	Sportsground Name		Time of Use	Date of Use	Wet Weather Date
1 st					
2 nd					
3 rd					
Participant No.s:			Spectator No.s:		
Access to Toilets?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Toilets will be opened at the 'Start Time' specified on this application form during school hours only.		
Access to Canteen?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Canteen Use to be negotiated directly between the school and seasonal user of this facility		
Access to Electricity?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Electrical equipment used:		
Are you Selling Food?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type of food:		
Using Amplified Sound?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Equipment type: Time of use:		
Additional Bins Required?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	These will be provided at the users cost Number of bins required?		

Please note: Wet weather dates are considered a second priority in the allocation process. All schools will be allocated their actual dates prior to any wet weather dates being allocated.

SECTION 4 – ANNUAL ATHLETICS CARNIVAL (Only to be completed if using a Newcastle City Council sportsground)						
Preference	Sportsground Name			Time of Use	Date of Use	Wet Weather Date
1 st						
2 nd						
3 rd						
Participant No.s:				Spectator No.s:		
Access to Toilets?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Toilets will be opened at the 'Start Time' specified on this application form during school hours only.	
Access to Canteen?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Canteen Use to be negotiated directly between the school and seasonal user of this facility	
Access to Electricity?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Electrical equipment used:	
Are you Selling Food?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Type of food:	
Using Amplified Sound?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Equipment type: Time of use:	
Additional Bins Required?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	These will be provided at the users cost Number of bins required?	

Please note: Wet weather dates are considered a second priority in the allocation. All schools will be allocated their actual dates prior to any wet weather dates being allocated.

SECTION 6 – APPROVAL –
<p>If your booking is approved, a Licence Agreement will be faxed to your school. Should you require any further information, please contact Council's Sports Liaison Officer, Amelia Thompson on 4974 2812. Additional bins may be required for Cross Country & Athletics Carnivals. Council will contact you to discuss the arrangement of additional bins where required. The cost of providing additional bins will be borne onto the school.</p>

SECTION 5 – CONDITIONS OF USE AND HIRE AGREEMENT			
<p>I have read and agree to abide by the conditions stated on the reverse side 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 the Newcastle City Council immediately.</p>			
Name:		Position:	
Signature:		Date:	

SCHEDULE OF CONDITIONS
FAILURE TO COMPLY TO COMPLY WITH THESE CONDITIONS COULD RESULT IN THE WITHDRAWAL OF FUTURE APPROVALS, THE RECOVERY OF ACTION 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. Keys will only be provided to schools who are using sportsgrounds outside of normal school hours. The facilities are to be opened and closed by a responsible person and keys returned immediately after the period of allocation.
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 schools or children, a responsible person (teacher, principal, association, organisation) must be appointed in charge.
13. Shade tents if approved, shall be placed as directed and all pegs removed on dismantling.
14. 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".
15. 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.
16. No glass is to be taken into the sportsground area. All food and beverages are to be served in plastic containers.
17. School use during the summer (cricket) season is to be conducted away from cricket turf wickets.