

**APPLICATION FOR THE USE OF SPORTSGROUNDS  
SUMMER SEASONAL LICENCE AGREEMENT  
Summer 2019 -2020**



**Note: Summer application forms are to be completed, signed and returned prior to Monday 29 July 2019**

<b>SECTION 1 – HIRE DETAILS</b>					
Club Name:					
Sport to be played:					
Affiliation Association:					
Existing Hirer:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Last Season of Hire:
<b>SECTION 2 – CONTACT INFORMATION</b>					
<b>First Point of Contact – All correspondence will be sent to this contact</b>					
Surname:	<input type="text"/>	Name:	<input type="text"/>	Title:	Mr/Mrs/Miss/Ms
Postal Address:	<input type="text"/>				
Suburb:	<input type="text"/>	Post Code:	<input type="text"/>		
Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>		
Mobile Phone:	<input type="text"/>	Fax:	<input type="text"/>		
E-mail:	<input type="text"/>	Club Website:	<input type="text"/>		
<b>Second Point of Contact / Club President</b>					
Surname:	<input type="text"/>	Given Name:	<input type="text"/>	Title:	Mr/Mrs/Miss/Ms
Home Phone:	<input type="text"/>	Work Phone:	<input type="text"/>		
Mobile Phone:	<input type="text"/>	Fax:	<input type="text"/>		
E-mail:	<input type="text"/>				
<b>SECTION 3 – INSURANCE – PLEASE ATTACH COPY OF POLICY</b>					
Insurance Company:	<input type="text"/>				
Policy Number:	<input type="text"/>	Expiry Date:	<input type="text"/>		
Insurance Type:	<input type="text"/>	Coverage Value:	<input type="text"/>		
Does your Certificate of Currency state the following?					
Location: "Anywhere in Australia"	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Council is named as an interested party	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
<b>NOTE: If your insurance expires during your booking period you must provide Council with valid insurance DETAILS NO LESS THAN 7 DAYS PRIOR to the insurance expiry date or your booking will be automatically Cancelled. No refunds will be issued by Council due to lack of insurance information.</b>					
<b>ATTACH CERTIFICATE OF CURRENCY</b>					

SECTION 4A – DETAILS OF HIRE

# JUNIOR (under 18)

TO BE COMPLETED WHERE THE MAJORITY OF PLAYERS ARE UNDER THE AGE OF 18

<b>Park Name:</b>		<b>Field Number/s:</b>		
<b>Details:</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>No of Users</b>	<b>No of Fields</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				

## SECTION 4A – DETAILS OF HIRE

**SENIOR (over 18)**

TO BE COMPLETED WHERE THE MAJORITY OF PLAYERS ARE OVER THE AGE OF 18

<b>Park Name:</b>		<b>Field Number/s:</b>		
<b>Details:</b>	<b>Start Time</b>	<b>Finish Time</b>	<b>No of Users</b>	<b>No of Fields</b>
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				

# 2019 – 2020

## Summer Booking

September 2019						
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 2019						
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 2019						
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 2019						
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				

January 2020						
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 2020						
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

**Council asks you to take your time and double check the dates you have requested as changes to dates will not be refunded unless made within 10 days after the date of the completion letter.**

<b>SECTION 5 – ADDITIONAL REQUIREMENT</b>				
Do you require keys for use of Canteen, Dressing Sheds, Gates etc. (If yes, please complete the attached copy of the Key Application Form)	Yes		No	
Do you propose to display advertising boards/banners	Yes		No	
Will alcohol be sold or consumed? A liquor licence must be obtained from the Casino Liquor and Gaming Authority ("the Authority") pursuant to the liquor Act 2007 and any licence conditions required to be imposed by Council or Police. A copy of the Application and the Licence (upon grant by the Authority) must be provided to Council at least seven (7) days prior to the first occasion the licence is exercised.	Yes		No	
Will there be use of PA systems or loudspeakers?	Yes		No	
Do you propose to sell food? (Canteen) (If yes, you will be provided with a copy of Council's Information Package for Food handlers and Food Premises and a representative is required to attend a Food Safety training workshop.)	Yes		No	
If Yes, please state name and contact details of your representative.	Name:			
	Contact No:			
Will there be sale of items other than food?	Yes		No	
Do you propose to erect portable structures? (Temporary shade structures or the like)	Yes		No	
Do you propose to use any kind of gas bottle?	Yes		No	

<b>SECTION 6 - AGREEMENT</b>			
<b>Publication/Distribution of Club Contact Information</b>	<b>Signature</b>		
I agree for club contact details to be available on Council's website, Community Information Directory and to local residents.			
<p>I agree to abide by Randwick City Council's Conditions of Use for Parks, Reserves and Playing Fields Policy, Practices and Procedures which I agree I have read, understood and accepted.</p> <p><b>IMPORTANT:</b> Any personal information provided by you on this form will be used by Council or its agents to process this application. The provision of this information is voluntary, however if you do not provide the information Council will be unable to process your application. Once collected by Council, the information can be accessed by you and may also be available to 3<sup>rd</sup> parties in accordance with Council's Access to Information Policy.</p>			
Applicants Name:		Date:	
Applicants Signature:			

# RANDWICK CITY COUNCIL

Open Space and Recreation

## RANDWICK CITY COUNCIL'S INFORMATION SHEET

### INTRODUCTION

Welcome to the Randwick City Council 2019-2020 Summer Season Sportsground Information Sheet.

The 2019/20 Summer Season will commence on 1 September 2019 and conclude on 28 February 2020.

The purpose of this Information Sheet is to outline to clubs and association the procedures and conditions for the use of Council sportsgrounds. Additionally, it provides answers to many of the frequently asked questions raised throughout the season.

The information has been designed to be simple and clear with an easy reference index.

Council would welcome any comments on how this booklet can be improved to assist your club/Association.

Should you have any questions or problems throughout your season, please contact Council's Booking Officer via email at: [SportsFieldBookings@randwick.nsw.gov.au](mailto:SportsFieldBookings@randwick.nsw.gov.au) or via telephone on 9093 6775.

Good luck for your upcoming season.

### BOOKING PROCEDURES

- It is the responsibility of each Sports Association to make booking/s on behalf of its member Clubs. Council will not accept application form individual Clubs unless no Sydney Association exists, or special arrangements have been made.
- It is the responsibility of the Association/Club to make alternative arrangements should the requested sportsground be unavailable. While Council will endeavor to meet all reasonable requests there is no guarantee that sufficient sports grounds will be available to satisfy all user demands. In general, traditional ground users will be given preference for requested ground/s for each season.
- Prior to the start of each season, Council reserves the right to book sportsgrounds to other user groups for training, competitions and carnivals.
- All seasonal bookings are to be made on Council's official Seasonal Application Forms.
- Any alterations made to the initial seasonal booking must be made in writing to Council by the Association/Club and must be made in writing to Council within 10 working days of receipt of confirmation paperwork. Any alterations made outside of the 10 working days will forfeit the 10% discount.

## WET WEATHER CLOSURES

- For all training, competition and school sport from Monday to Friday inclusive, Council will determine whether sportsgrounds shall be closed due to the effects of wet weather and ground condition.
- Updated information on sportsground closures is available by telephoning Councils Wet Weather Information Line on **1800 990 760**. This is a recorded message providing the most up-to-date status of sportsgrounds in Randwick City Council. The Hotline is updated regularly in accordance with weather conditions.
- This information is also available on Council's website under facilities and recreations section, Sports-field, field status.
- <http://www.randwick.nsw.gov.au/facilities-and-recreation/sports-fields/field-status>
- Any excessive damage caused to sportsgrounds from inappropriate use by Clubs is the responsibility of the relevant Association. Council will invoice the Association for damage caused to sportsgrounds, where such damage is considered to be excessive and greater than would be expected from normal wear and tear. Council's decision on whether excessive damage has been caused shall be made by experienced staff and shall be final.

## FIELD MARKINGS

- Council will mark the field once at the beginning of the season. Thereafter it is the responsibility of the Association/Club to maintain the line marking throughout the season.
- The use of diesel, sump oil, herbicides i.e. "Round Up" on Council sportsgrounds is **prohibited**.
- Sportsgrounds are not to be marked for the seasonal training period without Council's written approval.

## FLOODLIGHTS

- Should floodlight globes or fixtures fail to work, or require re-focusing, please contact Council Booking Officer to arrange repairs.
- Floodlights are to be turned off after each booking, Clubs/Associations will be responsible to cover costs incurred by an officer turning off the lights if left on.

## SPORTSGROUND FEES AND CHARGES

- Associations/Clubs incur a hire fee for use of sportsgrounds for both training and competition.
- Fees and Charges are charged as per Councils Fees & Charges, and cannot be altered.

## **KEYS**

- The number of keys required by the Association/Club for each sportsground should be indicated on the key application form. Council will provide a reasonable number of keys for each sportsground. These keys are **NOT** to be duplicated.
- A refundable bond for keys is payable prior to the collect of the keys by each club for the season. This amount is refunded at the end of the season when all keys are returned.
- Keys must be returned within one week after the end of the season.
- Clubs will be responsible for the costs of replacing **ALL** padlocks should keys be lost/stolen.
- Council padlocks on Council facilities are not to be removed and replaced with user groups own padlocks. Should this occur, Council will replace all unauthorised padlocks with its own locks. If this continues to occur, this may result in cancellation of bookings.

## **ACCOUNTS**

- Council will invoice each Association for seasonal ground fees. Please do not make any payments until an invoice has been issued.
- It is the responsibility of the Association to invoice Clubs and make payment to Council.
- When a sportsground is closed due to wet weather, Council will **NOT** reimburse clubs fees.

## **LIAISING WITH COUNCIL**

- Only one designated person from each club should liaise with Council on issues associated with the use of Council sportsgrounds. Council's Booking Officer should be contacted on 9093 6775 in the first instance on all issues.
- In situations where urgent and immediate maintenance is required on Council sportsgrounds the Booking Officer should be contacted during 7:00am-4:30pm weekdays or outside of these hours contact Council's After Hours number of 1300 722 542.





## RANDWICK CITY COUNCIL

Open Space and Recreation

### **RANDWICK CITY COUNCIL'S CONDITIONS OF USE FOR PARKS, RESERVES AND PLAYING FIELDS POLICY, PRACTICES AND PROCEDURES**

1. This agreement applies to the park/reserves(s) described in the schedule and only the sport/type of activity stated in the schedule must be permitted to be performed.
2. The licensee must pay all applicable fees, charges and/or any monies payable to the licensor (Council) in full as per due date indicated on the confirmation letter.
3. The licensee must not sublet the park/reserve(s) to any other body.
4. The licensee must use the park/reserve(s) only during the dates and times nominated in the schedule.
5. The licensee must not commence any activities prior to 8.00am on any day.
6. The licensee must cease all field activities prior to 9.30pm on any night.
7. The licensee must co-operate with other hirers and users of the park/reserve(s).
8. The licensee must ensure that the park/reserve(s) and the surrounds are kept clean, neat and tidy at all times. The Licensee must leave sportsgrounds INCLUDING AMENITIES in a clean and tidy condition upon completion of activities immediately after each usage. Any costs incurred to clean or restore any damage to a sportsground or a facility as a result of activities is to be borne by the licensee.
9. The licensee is responsible for inspecting the playing surface, surrounds, car park, buildings, irrigation systems, fencing goal posts, structures and associated amenities prior to each use of the park/reserve(s) to ensure that they are free from obstacles or hazards and to take all reasonable steps to satisfy itself that there is no reasonable risk of injury from the park/reserve(s) to any person participating in the licensee's activities.

10. The licensee must observe the closing of the park/reserve(s) (i.e. due to wet weather, maintenance etc.).
11. The licensee must phone Council's wet weather information line during periods of wet weather to confirm if Council has closed the park/reserve(s). Council reserves the right to charge a wet weather damage deposit in addition to any other fees and charges payable.
12. The licensee is responsible, during periods of wet weather where Council has determined that the park/reserve(s) are open, for determining whether park/reserve(s) are free from obstacles or hazards and to take all reasonable steps to satisfy itself that there is no reasonable risk of injury from the park/reserve(s) to any person participating in the licensee's activities.
13. The licensee is liable for the cost to rectify any damage to the park/reserve(s) during periods of hire.
14. The licensee must be responsible for insurance covers (minimum **\$10,000,000** (Ten Million Dollars)) pertaining to public liability (in the case of functions or recreation organised by the licensee). The licensee must name the licensor (Council) as an interested party on the policy/certificate of currency.
15. The licensee must be responsible for property insurance covering all equipment and contents owned by the licensee within the facility.
16. The licensee is responsible for any equipment and/or goods stored in room/building(s).
17. The licensee must remove all equipment and/or goods stored in the room/building(s) during periods of inactivity. Use of the canteen is not exclusive. If the area is not cleaned out within 2 weeks of the last date of hire, Council will charge a cleaning fee and anything left will be disposed of.
18. The licensee must ensure that the building, electrical board and gates are locked and secured at all times when not in use.
19. The licensee must endeavor to take every possible steps/means to control the players, spectators and visitors at the park/reserve(s).
20. The licensee must control parking and ensure that all vehicles are parked correctly within the areas provided and that no vehicle is parked on the grassed areas or in front of any driveways.
21. The licensee must notify the licensor (Council) of any events that might be out of normal activities and are expected to generate larger than usual crowds and any extra noise.
22. The licensee must maintain the canteen facilities, fixtures and fittings and meet all relevant health regulations to the satisfaction of the licensor (Council).
23. The licensee may only advertise in accordance with the licensor (Council) guidelines and must not promote any alcohol or tobacco products on the premises.

24. A liquor licence must be obtained from the Casino Liquor and Gaming Authority ("the Authority") pursuant to the liquor Act 2007 and any licence conditions required to be imposed by Council or Police. A copy of the Application and the licence (upon being issued by the Authority) must be provided to Council at least seven (7) days prior to the first occasion the licence is exercised. The licensee must not be permitted to charge entrance fees to persons or vehicles at any of Council's parks/reserve(s).
25. The licensee must not use amplified sound systems, amusement devices, fireworks without the prior consent of the licensor (Council).
26. The licensee must obtain Licensor (Council) consent prior to the erection of temporary buildings, shelters, tents, marquees, stalls.
27. The licensee must report to the licensor (Council) all maintenance and repairs required at the park/reserve(s).
28. The licensee must obtain the licensor (Council) consent prior to carrying out any works, alteration and improvements to grounds and facilities at the park/reserve(s).
29. Either part (Council or the licensee) may cancel the agreement in writing with notice of no less than one month. Council will not back date cancellations.
30. Condition 29 (above) does not apply if the licensee breaches any Term or Condition of the agreement. In such a case, Council reserves the right to terminate the agreement at any time; considering the nature of the breach.
31. The licensee must accept that this agreement is subject to the right of the licensor (Council) altering the charges and conditions at any time.
32. No refunds will be issued in the event of wet weather.
33. No padlocks are to be put on any council amenities. Any padlocks put on will be cut off, and a call out fee will be charged for the removal of such locks.
34. The hirer is required to inspect all playing surfaces prior to the commencement of play to ensure the surface is in a safe condition for use. This applies to each training and competition session. Playing surfaces deemed unsafe must not be used until repaired. Council's Booking Officer on 9093 6900 is to be notified on the next working day.
35. The hirer is required to report all problems and damage on sportsgrounds that require attention by Council to Council's Booking Officer on 9093 6900 on the next working day.
36. Noise levels are to meet Environment Protection Authority requirements.

- 37. Motor vehicles are not permitted on any fields or ovals unless specifically authorised by Councils Open Space Coordinator.
- 38. Gas bottles are not to be stored in Councils amenities buildings.

I \_\_\_\_\_(Print Name) agree to abide by Randwick City Council's Conditions of Use for Parks, Reserves and Playing Fields Policy, Practices and Procedures which I agree I have read, understood and accepted.

\_\_\_\_\_  
Sign here