

**APPLICATION FOR THE USE OF SPORTSGROUNDS
WINTER SEASONAL LICENCE AGREEMENT
Winter 2024**

**Note: Winter application forms are to be completed in full,
signed and returned prior to 12 January 2024**

SECTION 1 – HIRE DETAILS						
Club Name:						
Sport to be played:						
Affiliation Association:						
Existing Hirer:	Yes		No		Last Season of Hire:	
SECTION 2 – CONTACT INFORMATION						
First Point of Contact – All correspondence will be sent to this contact						
Surname:		Given Name:		Title:		
Postal Address:						
Suburb:		Post Code:				
School Office Phone:		Direct Line:				
Mobile Phone:		Fax:				
Business E-mail:						
SECTION 3 – INSURANCE – PLEASE ATTACH COPY OF POLICY						
Insurance Company:						
Policy Number:		Expiry Date:				
Insurance Type:		Coverage Value:				
Does your Certificate of Currency state the following?						
Location: "Anywhere in Australia"	Yes		No			
Council is named as an interested party	Yes		No			
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.						

SECTION 4A – DETAILS OF HIRE**JUNIOR (under 18)****TO BE COMPLETED WHERE THE MAJORITY OF PLAYERS ARE UNDER THE AGE OF 18****Park
Name:****Field Number/s:****Details:****Start Time****Finish Time****No of Users****No of Fields****Monday****Tuesday****Wednesday****Thursday****Friday****Saturday****Sunday**

SECTION 4A – DETAILS OF HIRE**SENIOR (over 18)****TO BE COMPLETED WHERE THE MAJORITY OF PLAYERS ARE OVER THE AGE OF 18**

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

Section 4B – Calendar Page

WINTER SEASON 2024

March

M	T	W	T	F	Sat	Sun
11	12	13	14	15	16	17
18	19	20	21	22	23	24
					30	
25	26	27	28	29	30	31

April

M	T	W	T	F	Sat	Sun
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

M	T	W	T	F	Sat	Sun
		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

M	T	W	T	F	Sat	Sun
					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

M	T	W	T	F	Sat	Sun
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


M	T	W	T	F	Sat	Sun
			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	1 Sep

 NSW Government School Holidays

 **Date** Not available

 NSW Public Holidays

 Pre-season Training only (No Competition)

 Competition Start date/Finish Date

Council asks you 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.

SECTION 5 – ADDITIONAL REQUIREMENT				
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	
<p>Will alcohol be sold or consumed?</p> <p>The provision of alcohol in conjunction with this Sports Field Booking is to be ONLY by way of an On-Licence granted by the Licensing Court of New South Wales. Notwithstanding any liquor licence condition, alcohol is only to be consumed, sold or supplied between the hours of 10.00am and 6.00pm.</p> <p>The Licensee must ensure the responsible service of alcohol to prevent intoxication in accordance with the harm minimisation principles contained in New South Wales Liquor laws at all times.</p> <p>The Licensee is to ensure that patrons at the park/reserve do not cause undue disturbance to the neighbourhood.</p> <p>The Licensee must comply with any directions given by Police or Council officers in respect to the provision of alcohol.</p> <p>The sale, supply and consumption of alcohol is not permitted at junior competition or training.</p> <p>The sale, supply and consumption of alcohol is to/by minors is prohibited and will result in Police action.</p> <p>Alcohol must <u>not</u> be sold in or consumed from glass containers.</p> <p>Alcohol must <u>not</u> be permitted to be taken away from the park/reserve.</p>	Yes		No	
Will there be use of PA systems or loudspeakers?	Yes		No	
<p>Do you propose to sell food? (Canteen)</p> <p>(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.)</p>	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	
<p>Do you propose to erect portable structures?</p> <p>(Temporary shade structures or the like)</p>	Yes		No	
Do you propose to use any kind of gas bottle?	Yes		No	

SECTION 6 - AGREEMENT			
Publication/Distribution of Club Contact Information		Signature	
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>IMPORTANT:</p> <p>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 3rd 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 SPORTSGROUND INFORMATION SHEET

INTRODUCTION

Welcome to the Randwick City Council 2024 Winter Season Sportsground Information Sheet.

The 2024 Winter Sports Season's Pre-season Training will commence on Monday, 11 March 2024. The official Competition season will commence on 30 March 2024 and end on Sunday, 1 September 2024.

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 Liaison Officer via email at: SportsFieldBookings@randwick.nsw.gov.au or via telephone on 9093 6714.

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 endeavour 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 Association/Club within 10 working days of receipt of confirmation paperwork.

PRE-SEASON TRAINING BOOKINGS

- No goal posts, cricket pitches or field marking can be guaranteed to be erected and/or prepared before the start of the Competition Season.
- Weekday Bookings made between Monday, 11 March 2024 and Friday, 29 March 2024 will be considered. No weekend use will be permitted between this time.
- Clubs must respect the rights of summer users of the grounds. **Summer Season Bookings and Ground Maintenance and/or Transitional Tasks will take precedent** over pre competition training bookings.
- Clubs found to be causing damage to the oval will have their training activities cancelled by Council.
- Players must conduct training sessions on the perimeter of ovals, away from cricket pitches and inner grounds.

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 the *Facilities & recreation* dropdown section, under the *Sports fields* heading, enter *Sports field status*. Or follow this link, <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 what 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.
- When a sportsground is closed due to wet weather, Council will **NOT** reimburse clubs fees.

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 line marked for the pre-season training period without Council's written approval.
- Plans to change line markings must be shared in writing with Council's Liaison Officer and all changes are not to be marked without Council's written approval.

FLOODLIGHTS

- Should floodlight globes or fixtures fail to work, or require refocussing, please contact Council's Liaison Officer to arrange repairs.
- Floodlights are activated according to booking timeframes, with a strict duration of 15 minutes prior to and following the booking timeframe.

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 Council's Fees & Charges and cannot be altered.
- Council's Fees & Charges can be found via Council's website, under the *Services* drop down section, below *Rates, fees and charges, Fees & charges*, and within the *OPEN SPACE AND BEACHES* dropdown section. This page can also be found via the following link - <https://www.randwick.nsw.gov.au/services/rates-fees-and-charges/fees-and-charges>

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 deposit 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 group's 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. Booking Confirmation Letters are not invoices.
- 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 liaison person from each association or club should liaise with Council on issues associated with the use of Council sportsgrounds. Council's Liaison Officer should be contacted via sportsfieldbookings@randwick.nsw.gov.au or on 02 9093 6714 in the first instance on all issues.
- If an association or club's designated liaison person changes, this must be done in writing by introducing the new designated liaison person to Council's Liaison Officer.
- In situations where urgent and immediate maintenance is required on Council sportsgrounds the Liaison 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 outlined within the licensee's Booking Confirmation Letter.
5. The licensee must not commence any activities prior to 8.00am on any day and must cease all field activities prior to 9.30pm on any night. Unless otherwise approved.
6. The licensee must co-operate with other hirers and users of the park/reserve(s).
7. 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.
8. 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.
9. The licensee must observe the closing of the park/reserve(s) (i.e., due to wet weather, maintenance etc.).
10. 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.

11. 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.
12. The licensee is liable for the cost of rectify any damage to the park/reserve(s) during periods of hire.
13. The licensee must be responsible for insurance covers (minimum \$20,000,000 (Twenty 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.
14. The licensee must be responsible for property insurance covering all equipment and contents owned by the licensee within the facility.
15. The licensee is responsible for any equipment and/or goods stored in room/building(s).
16. 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.
17. Access to amenities, including but not limited to canteens/kiosks, changerooms, clubhouses and storage units can only be granted one week prior to booking start dates.
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 endeavour 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. The licensee must obtain express permission from Council and the appropriate permit from the Licensing Court of NSW for the sale and/or consumption of alcohol. Sale and/or consumption of alcohol will not be considered at park/reserve(s) where minors are training or playing. Consumption of alcohol from glass bottles is strictly prohibited.
25. The licensee must not be permitted to charge entrance fees to persons or vehicles at any of Council's parks/reserve(s).
26. The licensee must not use amplified sound systems, amusement devices, fireworks without the prior consent of the licensor (Council).
27. The licensee must obtain Licensor (Council) consent prior to the erection of temporary buildings, shelters, tents, marquees, stalls.

28. The licensee must report to the licensor (Council) all maintenance and repairs required at the park/reserve(s).
29. 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).
30. 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.
31. Condition 30 (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.
32. The licensee must accept that this agreement is subject to the right of the licensor (Council) altering the charges and conditions at any time.
33. No refunds will be issued in the event of wet weather.
34. 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.
35. 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 Liaison Officer is to be notified on the next working day.
36. The hirer is required to report all problems and damage on sportsgrounds that require attention by Council to Council's Liaison Officer on the next working day.
37. Noise levels are to meet Environment Protection Authority requirements.
38. Motor vehicles are not permitted on any fields or ovals unless specifically authorised by Councils Open Space Coordinator.
39. Gas bottles are not to be stored in Councils amenities buildings.
40. Council, at any time, may cancel or amend bookings as required. Should such changes occur, clubs will be temporarily relocated to another site where practicable and will have charges reimbursed according to the level of impact.

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