

PLAYING FIELD / FACILITY KEY / SWIPE CARD REQUEST FORM



APPLICANT TO COMPLETE:

Name (block letters):

Address:

Club/Association

Phone details: Mobile: Work: Home:

Field name/facility:

Lock position (if applicable):

Key/Card number (if known):

Number of keys/cards required: (\$200.00 deposit per key/
card required)

Terms and Conditions:

- All keys/cards remain the property of Randwick City Council.
- Keys/Cards are not to be replicated.
- Keys/Cards will not be provided until full payment of Damage Deposit which is refundable upon return of keys/cards.
- Lost/stolen keys/cards will incur a \$200.00 replacement fee.
- Lost/stolen keys/cards are to be reported to Council immediately.

I, the undersigned, verify that I have read and understand the Terms and Conditions for issue and use of the keys/cards.

Signature: Date:

KEY/CARD COLLECTION DETAILS

Note: Person collecting key/card must complete the details below.

Name of person collecting key/card(s):

Contact Phone Number (mobile, work or home):

Signature: Date:

OFFICE USE ONLY

Customer Service Office to complete ALL details

Key/Card Collection Details (above) completed by person collecting keys/cards ☐

Key/Card Issue Responsibility Acceptance form (signature and date) completed ☐

Date Paid: Amount: \$ Receipt No. (RC 999)

CSO (Print name):

PRIVACY: Personal details requested on this form will only be used for the purpose of processing your application. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council may not be able to process your application. Access to the information is restricted to Council officers & other authorised people. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.