

APPLICATION FOR USE – COUNCIL PLAYING FIELDS & FACILITIES

1. INFORMATION		
Bookings require agreement with the Conditions of Use - Council Playing Fields & Facilities		
2. APPLICANT'S INFORMATION		
Name	Company/Organisation	
Street Address/Postal Address		
Town	State	Postcode
Email Address	Telephone	Mobile
3. EVENT PURPOSE (please tick)		
TRAINING	EVENT (please provide description of event)	
<input type="checkbox"/>	<input type="checkbox"/> <input style="width: 100%;" type="text"/>	
COMPETITION	FIELD LIGHTING REQUIRED (please tick)	Expected total hours of lighting:
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<input style="width: 100%;" type="text"/>
SCHOOL SPORT	KEYS REQUIRED (please tick)	
<input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/> <input style="width: 100%;" type="text"/>	
<small>NOTE: Issuing of keys subject to terms and conditions</small>		
4. POST-SEASON FIELD INSPECTION – SEASONAL USERS ONLY		
Applicants are required to contact William Hyde – 0411 532 352 to arrange a field inspection after the end of the season. Facilities will be inspected after the applicant has cleaned them at the end of their season		
Date of post-season field inspection	Time of post-season field inspection	
5. INSURANCE DETAILS		
Policy Number	<input style="width: 100%;" type="text"/>	Insurance certificate attached
		YES <input type="checkbox"/> NO <input type="checkbox"/>
<small>Please note: Applications will not be processed unless insurance certificate is supplied</small>		
6. DECLARATION		
I hereby certify that the above information provided is correct and I have read and agree to Council's Park Rules and Conditions of Use - Council Playing Fields (see below).		
Name		
Signature	Date	

7. BOOKING TIMES

Please enter details of date, times and duration of bookings in the space allocated below.

Playing field or facility	Day of week (circle day)	Time Required	Dates
	M T W T F S S	Start: am/pm	Start: / / 24
		Finish: am/pm	Finish: / /24
	M T W T F S S	Start: am/pm	Start: / / 24
		Finish: am/pm	Finish: / /24
	M T W T F S S	Start: am/pm	Start: / / 24
		Finish: am/pm	Finish: / /24
	M T W T F S S	Start: am/pm	Start: / / 24
		Finish: am/pm	Finish: / /24
	M T W T F S S	Start: am/pm	Start: / / 24
		Finish: am/pm	Finish: / /24
	M T W T F S S	Start: am/pm	Start: / / 24
		Finish: am/pm	Finish: / /24

8. PROCESSING

1. Failure to provide information may result in rejection of your application.
2. Applications are required to be submitted a minimum of 1 week prior to the event.
3. Completed booking forms and attachments are to be returned to council@armidale.nsw.gov.au
4. Council will notify the applicant when booking has been approved.
5. Please notify Council if event is cancelled, at least 24 hours' notice is required.
6. Keys – Keys to facilities may be issued, dependent upon request.
7. Fees and charges apply as per the relevant financial years Council Fees and Charges.
8. Seasonal users will be required to pay into the Sports Development levy as per the Council Fees and Charges.

9. PRIVACY STATEMENT

The personal information requested on this form will only be used to fulfil the purpose for which it is being collected as described on this form. The supply of information by you is voluntary, but if you cannot, or do not wish to, provide the information sought, we may not be able to process your application. Council is to be regarded as the agency that holds the information and will endeavour to ensure that this information remains accurate and up-to-date. You may make an application for access or amendment to this information held by Council. This application form is accessible to the public upon written application,

subject to Council's Privacy Management Plan, Section 12 of the Local Government Act 1993 and the Freedom of Information Act 1989.

Conditions of Use - Council Playing Fields & Facilities

1. General Information

The relevant provisions of the Local Government Act, 1993 shall be deemed to be incorporated in and form part of these Conditions of Use.

It is the responsibility of The President of the Club or Association or the organiser of the user group to ensure that all activities of the club, association or user group are carried out in a safe and responsible manner and in accordance with the Conditions of Use and Council's General Park Rules.

All bookings must be made on the required Application Forms.

2. Public liability

Applicants for the use of Council Playing fields & facilities must have a Public Liability Insurance Policy suitable in the jurisdiction of New South Wales. The cover shall be for no less than \$20,000,000. The cover must be maintained throughout the period of hire and presented with every application for use.

3. Loss or damage

Any cost associated with damages, extra cleaning or extra maintenance that occurs to any part of the facility while under the control of the club, association or user group will be recovered from the user or split between multiple users if present at the time of the incident. Should the facility not be left in a proper manner by 9.00am the morning following the use of the grounds, Council will seek to recover costs.

4. Buildings

- Change rooms, toilets, meeting rooms and canteens must be kept clean, tidy and free of litter. All rubbish is to be removed following use.
- Sporting equipment must be returned to designated storage areas for safe keeping following use. Equipment left in common areas will be removed by Council staff at the user's cost.
- All lights are to be switched off and doors securely locked following use.
- No modifications to any part of the building can be undertaken without consent from Council

5. Grounds

- Remove rubbish/litter from playing area and surrounding spectator areas following use.
- The use of herbicides for any purpose, including line marking is not permitted. Liaise with the Parks & Facilities staff, before attempting line marking and excavation for goal posts or other fixtures.
- Sport specific equipment must be securely anchored and in a safe condition at all times. Ensure that all goal posts are removed from the field and stored safely within seven days of the close of the season. Portable goal posts must be constructed in accordance with Australian Standards HB227-2000.
- All costs associated with the movement of sporting equipment including goal posts are to be met by the user group. Details concerning the storage of goods at Council's facilities are to be discussed with Council's Supervisor Parks & Facilities, Mr William Hyde - 0411 532 352.
- Emergency service access gates must remain locked at all times. Emergency Service organisations such as the Ambulance and Fire Brigade hold master keys to all Council sporting facilities and can gain access at any time if required.
- Grounds are maintained in accordance with Armidale Regional Council's Service Levels Agreement. Any non-routine maintenance of fields being undertaken on fields by sports organisations on a voluntary basis is to be approved and co-ordinated through Council's Supervisor Parks & Facilities, Mr William Hyde - 0411 532 352.

- No hirer may sublet nor delegate use of playing fields or amenities to another user, without the prior approval of Council.
- Seasonal hirers are to provide Council with a full list of all “plug in type” electrical devices used at the location. The list shall include records of all testing and tagging of such equipment including the name of the qualified inspector and the next date of testing. Testing shall occur for all equipment at a frequency of no more than 12 months. (Ref- Australian Standard AS/NES 3760: Bin Service Safety Inspection & Testing of Electrical Equipment.
- All Council facilities are designated SMOKE FREE. Smoking is not permitted in any building or at any sporting venue. Failure to ensure compliance with this clause may result in forfeiture of hiring rights for an event or season.
- Hirers are to consider that the majority of Council facilities are shared-use and as such personal items or club equipment should not be left in shared use areas. All costs associated with the removal of sporting equipment left in shared areas will be met by the user group.

6. Field Closures

In the event of precipitation or flood events, inspections are undertaken by parks staff to determine if the level of risk of third party injury and/or level of risk of playing surface damage. Council has a duty of care to notify park users of risk and advise the community accordingly. Clubs, sporting bodies and local media will be notified of field closures. Patrons must comply with these notifications. If damage to fields occurs due to non-compliance with Council’s field closure notifications, the user will be held financial responsible for repairs. Note that field remediation work may remove the facility from use for an extended period.

7. Post Season Field Inspection

All the seasonal users are now required to ensure that the facilities are cleaned after the end of their season. The facilities are required to be cleaned within one week from when their season ends. Applicants are requested to contact Mr William Hyde – 0411 532 352 to set an inspection date in order to avoid paying charges if the facilities are found unclean at the end of the season.

8. Car Parking

All vehicles must use designated parking areas only. Vehicles are not permitted to park on any grassed areas within Council’s facilities. Unauthorised vehicle parking penalties will apply

9. Keys and Locks

Council’s Parks & Facilities section operate and maintain a security key register. The required number of keys is to be determined and authorised by the President of the club or association prior to use. Council will issue keys in the name of the President who will be responsible for the keys and for providing the keys to designated Council officers for annual auditing. A copy of the **Key Register Conditions of Use** is to be signed prior to release of keys. Charges associated with the loss of keys are determined in Council’s Fees and Charges.

10. Special events

- **Extra garbage bins**

It is the responsibility of the user group to arrange for the supply and servicing of extra bins when required for larger events. The user group is responsible for payment of any Contractor’s charges for supply and servicing of the bins. Contact Josh Keene on 02 6772 7090 for further information.

- **Road Closures**

It is an RMS (NSW Roads and Maritime Services) requirement that Council’s Traffic Committee is notified 3 months in advance of any proposed road closures. Road closure proposals are to be directed in writing for the attention of the Director of Public Infrastructure, Armidale Regional Council, PO Box 75A Armidale.

11. First Aid

All sporting organisations are required to be aware of their responsibilities to provide necessary injury prevention and first aid care during events. Council encourages the attendance of members of the St John Ambulance or other appropriately qualified personnel at all sporting fixtures. Many Council sporting facilities have defibrillators

12. Use of Field lighting

Individual sporting organisations will be charged for the cost of field lighting. The full amount will be payable unless it is reported within 24hrs and verified by Council that lights were not fully operational.

13. After Hours Contact

Any problems associated with activating or deactivating field lighting or any other emergency issue relating the facilities please contact: Supervisor Parks & Facilities - Mr William Hyde on 0411 532 352

Please report any vandalism, misuse or unauthorised use of facilities to Council on 1300 136 833.