



## RECREATION FACILITY BOOKING APPLICATION FORM

*To be returned at least six (6) weeks prior to proposed event*

**NAME / ORGANISATION:** \_\_\_\_\_

**POSTAL ADDRESS:** \_\_\_\_\_

**PRIMARY CONTACT PERSON:** \_\_\_\_\_

**B / H TEL:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**FACILITY REQUIRED:**

- |  |  |
|--|--|
| <input type="checkbox"/> Tony Luchetti Sportsground<br><input type="checkbox"/> Marjorie Jackson Oval<br><input type="checkbox"/> Zig Zag Oval<br><input type="checkbox"/> Conran Oval<br><input type="checkbox"/> Lake Wallace<br><input type="checkbox"/> Saville Park | <input type="checkbox"/> Jim Monaghan Athletics Oval<br><input type="checkbox"/> Glanmire Oval<br><input type="checkbox"/> Watsford Oval<br><input type="checkbox"/> Lithgow Pool<br><input type="checkbox"/> Wallerawang Oval<br><input type="checkbox"/> Kremer Park |
|--|--|

**BOOKING NAME:** \_\_\_\_\_

(ie 2012 Season Competition and Training)

**DATE(S) REQUIRED:      START:** \_\_\_\_\_

(ie 1 April 2012)

**END:** \_\_\_\_\_

(ie 30 September 2012)

**DAY(S) / TIME(S) REQUIRED:**

DAY	STARTING TIME (am / pm)	ENDING TIME (am / pm)
<b>MONDAY</b>		
<b>TUESDAY</b>		
<b>WEDNESDAY</b>		
<b>THURSDAY</b>		
<b>FRIDAY</b>		
<b>SATURDAY</b>		
<b>SUNDAY</b>		

**ADDITIONAL REQUIREMENTS:** \_\_\_\_\_

(ie line marking each week, PA system for home games, exclusive use of facility)



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**IS LIGHTING REQUIRED FOR THIS BOOKING?** YES / NO

**TIME LIGHTING IS REQUIRED: START:** \_\_\_\_\_

**END:** \_\_\_\_\_

**WILL ALCOHOL BE SERVED AT THIS EVENT?** YES / NO

*(If YES, a copy of your "Off Licence Approval" from the Licence Administration Board must be provided)*

**WILL FOOD PRODUCTS BE SERVED AT THIS EVENT?** YES / NO

*(If YES, a copy of your NSW Food Safety and Hygiene certification must be provided)*

**WILL A PYROTECHNICAL DISPLAY BE CONDUCTED AS PART OF THIS EVENT?** YES / NO

*(If YES, a copy of Pyrotechnical Display Application Form must be provided)*

### **PUBLIC LIABILITY**

A copy of the organisations Public Liability policy covering the period of booking, as evidence of insurance coverage for \$20 million, must be supplied with the Application Form. Council's public liability insurance will only cover Council owned property, and applicants are advised to ensure their organisation has the appropriate insurance coverage in an event where a claim may be made occurring from your activities. If satisfactory proof of this documentation is not received prior to the commencement of the booking, Council may reserve the right to cancel the booking approval, effective immediately.

### **FEES AND CHARGES**

If the booking is approved, a tax invoice detailing any applicable fees associated with this booking, including bonds, ground rental, training fees and lighting charges (if applicable) will be forwarded with the approval letter. As a condition of your approval, these fees are required to be paid at least one (1) week prior to the commencement of the booking. If payment is not received prior to the commencement of the booking, Council may reserve the right to cancel the booking approval, effective immediately.

The refundable bond will be returned if the facility is left in a clean and tidy condition, with no damage. If damage is sustained to the facility, or additional cleaning required, the bond will not be refunded, and the organisation will be liable for any additional costs of repair or cleaning (above the bond amount).

### **HIRER'S RESPONSIBILITY**

It is the Hirer's responsibility to ensure compliance with any signage at the facility (ie prohibition of the consumption of alcohol, no glass containers etc). Security, crowd control and traffic control (if applicable) are also the responsibility of the Hirer.



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## SHARED USE

Where facilities are to be shared between multiple users at the same time, Council expects these users to liaise and determine appropriate shared use, fair to and acceptable by all users. Should an amicable agreement between users not be reached, Council will provide all users with set usage times, which will be non negotiable.

## APPROVAL

Bookings for Council's recreational facilities will not be considered until this application form is completed and returned with the required documentation, and presented to and approved by a meeting of Council's Sports Advisory Committee.

All conditions of the booking approval must be adhered to, if your organisation is observed not complying with the approval conditions set, Council reserves the right to cancel your organisations booking approval, effective immediately. Fees and charges (including refundable bond) will not be returned if the booking is cancelled by Council due to a breach of approval conditions by the Hirer.

## CHECKLIST

The following documents need to be submitted to Council with this application:

- |                          |                         |     |   |                |
|--------------------------|-------------------------|-----|---|----------------|
| <input type="checkbox"/> | Public Liability        | YES |   |                |
| <input type="checkbox"/> | Alcohol Licence         | YES | / | NOT APPLICABLE |
| <input type="checkbox"/> | Food Safety Certificate | YES | / | NOT APPLICABLE |
| <input type="checkbox"/> | Pyrotechnical Display   | YES | / | NOT APPLICABLE |

## DECLARATION:

I have read the above information and agree to adhere to the booking conditions, and have provided the appropriate documents supporting this booking application.

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**POSITION WITHIN ORGANISATION**

\_\_\_\_\_  
**DATE**

### PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

*By completion of this form, you may be providing Council with personal information. Council will collect the information only for a lawful purpose directly related to the function of Council. Council will take reasonable care not to disclose personal information. Exempt documents may come under the Government Information (Public Access) Act 2009.*