



Sportsground Hire Application Form

Please return to 256 CRAWFORD ST, Queanbeyan or email to;

Email: openspacesbookings@qprc.nsw.gov.au

Website: www.qprc.nsw.gov.au

| | |
|--------------------------------|--------------------------------|
| PATHWAY BOOKING NUMBER: | |
| Contact Name: | Contact Number: |
| Organisation: | Fax Number: |
| Postal Address: | State: Postcode: |
| Email Address: | |
| Insurance Company: | Policy Number: |
| | Expiry Date: |

Facility Hire Information:

A facility is classed as a Sportsground, Park, Building and or Equipment that is used for an activity that is hired from Council. Please see attached list of Parks and Facilities.

| | | |
|---|----|----|
| Facility Name: Please separate Ovals: ie..Wright Park Lower, Middle and Upper fields (3 separate fields) | 1. | 2. |
| | 3. | 4. |
| 5. | 6. | 7. |

Dates:

One Off Booking (A Booking of 10 days or less consecutively, usually events or celebrations)

| | |
|--------------------|---------------------|
| Start Date: | Finish Date: |
| Start Time: | Finish Time: |

Regular Booking (Two or more dates that run consistently over a period of time but not consecutively.

Usually sport or group meeting bookings).

PLEASE FILL OUT THE DAILY BOOKING AND SEASONAL BOOKING TEMPLATES

Activity / Sport to take place:

| |
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| |
|--|

C16116933

Special Equipment and or ground markings required?

Please draw diagrams if necessary, attach additional information if required.

Council requests the following information:

To ensure your booking will be processed, please complete this checklist. Should you not be able to answer yes to all these questions your booking will not be processed.

Other:

| | | |
|---|-----|----|
| Application form completed with all the requested details? | YES | NO |
| Daily booking and Seasonal draw templates attached. | YES | NO |
| Additional information if requested attached | YES | NO |
| Terms and Conditions read and agreed to | YES | NO |
| Risk Assessment undertaken on the Facility | YES | NO |
| Risk assessment returned to Council | YES | NO |
| Public Liability Insurance Certificate of currency, (A minimum of 20million dollars) | YES | NO |
| I understand the application can take up to 10 working days to be processed | YES | NO |
| I understand that sport grounds will not be marked unless a draw has been submitted 14 days before the first competition date. Should a draw not be available the club will organise for games to be played away until a draw can be forwarded | YES | NO |
| I understand and have signed the Terms & Condition and returned it to Queanbeyan-Palerang Regional Council | YES | NO |

Debtor / Account number:

Fees Paid: 1.
2.

Date Paid:
Date Paid:

Cashier:
Cashier

Please pay fees at building 256 Crawford St QUEANBEYAN to the cashiers.

Sport grounds

| NAME | ADDRESS |
|--|---|
| Alan McGrath | 7 Silky Oak Circle, Jerrabomberra |
| Blundell Park | 20 Ford St, Queanbeyan |
| David Madew Playing Field 1 2 | 4 Coral Drive, Jerrabomberra |
| Duncan Playing Fields | David St , Googong |
| FREEBODY OVAL 1 (enclosed) 2 3 | Lorn Rd, Queanbeyan Richard Ave, Queanbeyan Morton St, Queanbeyan |
| High St Playing Field | High St, Queanbeyan NSW 2620 |
| Halloran Drive Oval | Halloran Drive Jerrabomberra |
| Lambert Park | Cnr Anne St & Brigalow St, Qbn |
| Letchworth Playing Field | 19 Maloney St, Queanbeyan |
| Margaret Donohue Oval 1 (enclosed) 2 | 11 Queenbar Rd, Queanbeyan Alanbar St, Queanbeyan |
| Queanbeyan Town Park Oval Velodrome | Cnr Campbell and Lowe St, Qbn |
| Riverside Sport Field (enclosed) | Carinya St, Queanbeyan |
| Rockley Oval | Rockley Parade, Googong |
| Seiffert Oval | Yass Rd Queanbeyan |
| Steve Maguer Complex Netball courts Oval | Thorton Rd, Queanbeyan |
| Taylor Park 2 Campese Field | High St Queanbeyan Yass road Queanbeyan |
| Wright Park Lower Middle Upper | Carwoola St, Queanbeyan |

Facilities, Showground and Sport ground & Key hire Terms and Conditions

The following states the Terms and Conditions that all hirers must adhere to when an application has been approved by Queanbeyan-Palerang Regional Council, also known as Council.

Applications take a minimum of 7-14 days to process.

It is the responsibility of the hirer to comply with the following;

- 1.1. Conduct a Risk assessment of the ground before each use of hire and ensure there is no risk to spectators and participants.
- 1.2. The initial first assessment must have checked all facilities, ground equipment, ground surface, fencing etc. to ensure all the area is suitable for the purpose of hiring through a thorough Risk assessment with a Council Officer. Please book in advance.
- 1.3. It is the responsibility of the hirer to ensure that all sport specific equipment owned by the hirer meets the Australian standards set by that sport
- 1.4. It is the responsibility of the hirer and NOT Council, to compensate any person who is injured or results in death from faulty equipment, incorrect use of equipment and from not wearing appropriate safety equipment while using Council hired facilities
- 1.5. It is the responsibility of the hirer to make Council aware of any issues on Council facilities that foreseeable injury or death may occur
- 1.6. I have read and agree as the hirer my duty in creating a Risk free environment and will abide by 1.1, 1.2, 1.3, 1.4 and 1.5.

Sign 1.....

Sign 2.....

2. Facilities & Cleaning

- 2.1. Use of facilities will be restricted to the date and time submitted on application (includes set up and clean up period).
- 2.2. Unlock and lock facilities including all gates
- 2.3. Leave grounds & facilities clean, tidy & ensure all equipment is away and not left on the premises
- 2.4. Ensure all rubbish is in bins and additional rubbish has been removed.
- 2.5. At the end of hire period the premises will be free of all hirers equipment and belongings
- 2.6. Repair or pay for the cost of any damaged caused by the hirer to the facility / premises
- 2.6.1. Acts of vandalism should be reported immediately on 62981234(on call line)
- 2.7. Hirer will meet any cost incurred for breach of the terms and conditions
- 2.8. Council reserves the right at anytime to withdraw approval given to any hirer of council facilities
- 2.9. Hirer should decide whether the premises should be used for the hirers purpose keeping in mind water logged sport grounds will suffer damage, in the long term closing the field.
- 2.10. The hirer should ring 62856506 to ensure the ground is open on the hire date.
- 2.11. The hirer acknowledges that the facilities and grounds will be hired to other organisations and user groups
- 2.12. All confetti and materials used for celebrations must be removed before you leave the premises

3. Grounds

- 3.1. The hirer shall use sand where place kicks are required
- 3.2. The hirer shall not erect equipment, stakes into the ground or drive motor vehicles on the premises without prior approval from Council
- 3.3. Facilities and ground markings should not be amended without prior approval from council
- 3.4. The hirer will ensure all vehicles park in the designated parking area, not on reserves or sport grounds
- 3.5. SPORT GROUND HIRE – a copy of your filled out Daily booking template and season draw template must be submitted before any ground markings will go ahead.

4. Policies, Public Liability & Indemnity

- 4.1. The hirer in the case of a club, organisation, community event and non private function shall take out Public Liability and Indemnity of no LESS than 20million dollars unless other arrangements have been made.
- 4.2. The hirer must submit a Public Liability and Indemnity Certificate of Currency with the application form.
- 4.3. The hirer shall at all times while using the facilities in this agreement keep Council indemnified against all claims, demands, actions & suits while the hirer is using the facilities where an injury and or damage to any member of the public has occurred.
- 4.4. The hirer shall comply with all notices, orders, by-laws, regulations and requirements of the Council and any other governmental or public authority imposing any liability on the hirer in respect of the use of facilities.
- 4.5. The hirer shall not use the hired facility for anything other than the approved hire application activity.
- 4.6. All equipment owned by the hirer is the responsibility of the hirer and not Council. The hirer must ensure that all safety equipment for their specific sport / activity is adhered to the National standards and sport / activity code.
- 4.7. All hirers must be able to produce an "on the spot" copy of their facility hire confirmation when requested by a Council Officer or Law enforcement.

5. Keys, Deposits and additional charges

- 5.1. The hirer shall pick keys up from the Council Office. A receipt of key & cleaning deposit payment in full is required at the time.
- 5.2. The hirer shall return keys to the Council Office:
 - 5.2.1. casual hirer / one off – next business day
 - 5.2.2. Seasonal hirer – within 14 days of the last competition day or
 - 5.2.3. When requested by council
- 5.3. Should the keys not be returned by the requested time all key & cleaning deposits and facility hire be forfeited
- 5.4. Should the grounds and premises not be within Councils satisfaction, costs will be deducted for cleaning from the hirer's key and cleaning deposit.
- 5.5. Spot checks will be performed throughout the hirers use, should unapproved structures, equipment and use of facilities be found –additional charges will be warranted at the cost of the hirer.

6. Council Responsibility

- 6.1. Once a week amenities (for public use) be cleaned
- 6.2. Once a week rubbish collection from grounds
- 6.3. Supply bins –additional bins are charged to the hirer should they need them
- 6.4. Line Markings and Maintenance of facilities
- 6.5. Available in an emergency on 62981234
- 6.6. Weekend Cleaners hotline 62981234 should the premises have litter or dangerous materials
- 6.7. Inspect grounds to ensure they are suitable for hiring, providing a 24hr hotline for ground closures – 62856506

7. Other Special Requirements

The hirer (organisation or private) will be held accountable for the Terms & Conditions. Should the signature resign from the position, a new signed set of Terms and Conditions will need to be declared. I an executive / or private user (please circle relevant one) agree to all the terms and conditions set out from point one through to point 6. I agree on behalf of the hirer to abide by the terms set and understand my responsibilities.

Signed 1:

Date:

Name:

Position:

Organisation:

Signed 2:

Date:

Name:

Position:

Organisation:

COMPETITION SEASON DRAW

Organisation:

Sport:

| Facility Name | Time | Date |
|---------------|------|------|------|------|------|------|------|------|------|------|------|------|
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| Facility Name | Time | Date |
|---------------|------|------|------|------|------|------|------|------|------|------|------|------|
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School Holidays

1.Start

Finish

2.Start

Finish

Club Name:

Sport Code:

Ground:

Please cross (X) your training days and circle (0) your competition days. Training Times:

| January 2018 | | | | | | | February 2018 | | | | | | | March 2018 | | | | | | |
|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| M | T | W | T | F | S | S | M | T | W | T | F | S | S | M | T | W | T | F | S | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |

| April 2018 | | | | | | |
|------------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 20 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| May 2018 | | | | | | |
|----------|----|----|----|----|----|----|
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| June 2018 | | | | | | |
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| July 2018 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 20 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

| August 2018 | | | | | | |
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| September 2018 | | | | | | |
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| October 2018 | | | | | | |
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| November 2018 | | | | | | |
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| December 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |