

School Term Hire Application form Use of Shellharbour City Council Sportsfield

Please complete all fields on this form **a minimum of 5 working days prior to your event** and return to the Finance Team section on fax number 4221 6016 or email council@shellharbour.nsw.gov.au
Bookings cannot be made by the phone.

SECTION 1 - SCHOOL DETAILS - CONTACT INFORMATION			
School Name:			
Postal Address:			
School Phone		School Fax:	
Contact Name:		Position:	
Mobile Number:		Email:	

SECTION 2 - WEEKLY SCHOOL SPORT BOOKING - Only one day per sportsfield can be booked							
Sportsfield Name:			Term	1	2	3	4
Day of Use:	Monday	Tuesday	Wednesday	Thursday	Friday		
Time of Use:							

SECTION 2 - Continued if more then one field required							
Sportsfield Name:			Term	1	2	3	4
Day of Use:	Monday	Tuesday	Wednesday	Thursday	Friday		
Time of Use:							

SECTION 2 - Continued if more then one field required							
Sportsfield Name:			Term	1	2	3	4
Day of Use:	Monday	Tuesday	Wednesday	Thursday	Friday		
Time of Use:							

SECTION 3 - ANNUAL CROSS COUNTRY CARNIVAL (Only to be completed if using a Shellharbour City Council sportsfield)						
Preference	Sportsfield Name			Time of Use	Date of Use	Wet Weather Date
1st						
2nd						
3rd						
Participant No's:						
Access to Canteen	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Canteen use to be negotiated directly between the school and seasonal user of this facility	
Access to Electricity	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Electrical equipment used:	
Are you Selling Food?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Type of food:	
Using Amplified Sound?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Equipment type: Time of use:	
Additional Bins Required?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

Please note: Wet weather dates are considered a second priority in the allocation process. All schools will be allocated their dates prior to any wet weather dates being allocated.

SECTION 4 - ANNUAL ATHLETICS CARNIVAL (Only to be completed if using a Shellharbour City Council Sportsfield)						
Preference	Sportsfield Name			Time of Use	Date of Use	Wet Weather Date
1st						
2nd						
3rd						
Participant No's:						
Access to Canteen	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Canteen use to be negotiated directly between the school and seasonal user of this facility	
Access to Electricity	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Electrical equipment used:	
Are you Selling Food?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Type of food:	
Using Amplified Sound?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Equipment type: Time of use:	
Additional Bins Required?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>		

SECTION 5 - APPROVAL

If your booking is approved an approval will be posted to your school. Should you require any further information, please contact Council's Finance Team on 4221 6111.

The following sportsgrounds or sportsfields are only to be booked for special events. Council will liaise with the relevant sporting clubs/association prior to approval being issued. Sportsfields marked with an * are unavailable on Fridays during the summer season due to maintenance of the turf wickets.

Barrack Heights Sportsfield No. 1 only	Keith Gray Oval *
Cec Glenholmes Field No. 1 only	King Mickey Oval
Centenary Oval	Oakleigh Park *
Croome Cricket Oval *	Ron Costello Oval
Geoff Shaw *	Scout Willoughby *
Howard Fowles *	Terry Reserve Field No. 1 only

SECTION 6 - CONDITIONS OF USE AND HIRE AGREEMENT

I have read and understand the Sportsfields User Policy and hereby agree to ensure that all members of our school will comply with the terms and conditions of the policy. Should there be any alterations to this information, I will advise Shellharbour City Council immediately.

Signature:		Position:	
Name:		Date:	

Updated March 2018