

Casual Hire Application form Use of Shellharbour City Council Sportsfields

All sections of this application form must be completed. Please take time to go through the checklist located on the final page of this form to ensure your application is eligible for assessment. This application form must be received by Council 5 working days prior to the proposed use.

The followings 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 of Fridays during the summer season due to maintenance of the turf wickets.

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

Council's Sportsfields User Policy contains the terms and conditions on which Shellharbour Council seasonal sporting fields and facilities are to be used. A copy of the policy is accessible on Council's website www.shellharbour.nsw.gov.au

Fees and Charges will apply in accordance with the adopted policy prevailing at the time. A copy of the fees and charges is accessible on Council's website.

For any further information, please contact Council's Property Finance Team on 4221 6111 or email council@shellharbour.nsw.gov.au

Please return completed application to council@shellharbour.nsw.gov.au or by mail to:

The General Manager
Shellharbour City Council
Locked Bag 155
SHELLHARBOUR CITY CENTRE NSW 2529

SECTION 1 - ORGANISATION DETAILS			
Organisation Name:			
Email:			
Address:	Street Number and Name:		
	Suburb:	Postcode:	
Phone:		ABN:	

SECTION 2 - APPLICANT INFORMATION					
Contact Name:					
Position or Affiliation:					
Mobile:		Work Phone:			
Email:					
SECTION 2.1 – ADDITIONAL CONTACT					
Contact Name:					
Position or Affiliation:					
Mobile:		Work Phone:			
Email:					
SECTION 3 - DETAILS					
Sportsfield Name:				Field No:	
Day & Date of Use:					
Start Time:		Finish Time:			
Sport to be Played:					
Number of Participants:			Spectator No's:		
Participant Level:	<input type="checkbox"/> Junior		<input type="checkbox"/> Senior		
Type of Use	<input type="checkbox"/> Competition	<input type="checkbox"/> Training		<input type="checkbox"/> Clinic	
	Other, please specify				
Level of Use:	<input type="checkbox"/> Social	<input type="checkbox"/> Local		<input type="checkbox"/> District	
	<input type="checkbox"/> State	<input type="checkbox"/> National		<input type="checkbox"/> International	
	<input type="checkbox"/> Regional	<input type="checkbox"/> Other			
Name of Activity:					
SECTION 4 - REQUIREMENTS					
Access to Canteen:	YES <input type="checkbox"/>	Canteen Use to be negotiated directly between the casual and seasonal user of this facility			
	NO <input type="checkbox"/>				
Access to Toilets: (where available)	YES <input type="checkbox"/>	Access to Change Rooms, First Aid or Referee Room: (where available)	YES <input type="checkbox"/>		
	NO <input type="checkbox"/>		NO <input type="checkbox"/>		
Access to Floodlights / Training Lights: (where available)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Use of floodlights/training lights will incur a charge. Please specify time lights are to be used:		
Keys will be required to access the above facilities (note some lights are turned on by automated system)	Do you have access to the following keys	A9 (Amenities)	A1 (lights)	A7 (Bin)	
		YES <input type="checkbox"/>	YES <input type="checkbox"/>	YES <input type="checkbox"/>	
		NO <input type="checkbox"/>	NO <input type="checkbox"/>	NO <input type="checkbox"/>	
Access to Electricity:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Please specify electrical equipment to be used and location of use:		
Are you Selling Food?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Food to be sold:		
			Type of food premise? (e.g. canteen, food van, BBQ)		
			Food Van Licence Operator Name & Licence Number: (where applicable)		

Erecting a Temporary Shelter?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Type:	
			Size:	
			Quantity:	
			Location:	
Using Amusement Devices? (Public Liability Insurance of hire company must be attached)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Types of Rides: (Please attach a sketch identifying the location of the amusement rides)	
Using Amplified Sound?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Equipment Type:	
			Time of Use	
Selling Alcohol?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Copy of approved Liquor licence must be attached.	

SECTION 5 - PUBLIC LIABILITY INSURANCE - Copy of Certificate of Currency must be attached

All clubs/associations/organisation Sportsfields users must have public liability cover and be covered for a minimum of \$20 million. The period of the policy must cover the period of the booking/event. The Club is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for any claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the user, or his, her, its servants, agents, employees or any person acting for or on behalf of the user during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid provided that the user shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.

SECTION 7 - CASUAL HIRE AGREEMENT

I have read and understand the Sportsfields User Policy and hereby agree to ensure that all players/ members/ spectators and participants will comply with the terms and conditions of the policy.

Applicant Name:		Position:	
Applicant Signature:		Date:	