

# Sports field hire – casual and school use



Use this form if you are applying to use our sports fields on a casual (one-off) basis.

## Your organisation and request

Organisation name

Type

☐

Not-for profit

☐

School

☐

Commercial business

Sports field name

Number of  
fields needed

When

☐

Mon

☐

Tue

☐

Wed

☐

Thu

☐

Fri

☐

Sat

☐

Sun

Date or term(s)

Time(s)

Start

Finish

## Requirements

You need to provide the following documents with this application form

☐

Applicant's Public Liability Insurance Certificate of currency to the value of at least \$20 million

☐

Electricity usage information (if applicable)

☐

Amusement providers' Public Liability and Indemnity Policy insurance policy/certificate of currency to the value of at least \$20 million (if applicable)

☐

Amusement providers' Workcover compliance (if applicable)

## Declaration

Declaration

☐

I have read and agree to abide by the conditions of use in section 5 below.

☐

I confirm that the information on this form is correct at the time of application and I will advise Council if there are any alterations.

Your signature



Date

For help and to  
return this form



Civic Centre, 62 Flushcombe Rd, Blacktown PO Box 63, Blacktown NSW 2148 DX 8117 Blacktown  
[www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) [council@blacktown.nsw.gov.au](mailto:council@blacktown.nsw.gov.au) 02 9839 6000 02 9831 1961

## 1 Applicant details

The applicant is the representative of the organisation completing this application form.

Applicant name

Position

Organisation  
postal address

Phone

Website

Our preferred method of communication, including booking confirmation, is email. You must provide an email address that is checked regularly.

Email

## 2 Hire details

For community or special events, please complete our Community Special Event form.

## Participants

Number participants

Number of spectators

## Use

Reason for event/hire

Nominated sport

Level of use

☐ Junior

☐ Senior

☐ Mixed

Type of use

☐ Competition

☐ Training

☐ Social

☐ Local

☐ District

☐ Regional

☐ State

☐ National

☐ International

☐ Fundraiser (provide details) \_\_\_\_\_

☐ Other \_\_\_\_\_

## 3 Requirements

### Are you...

- selling food?
- using amplified sound?
- using a generator?
- setting up amusement devices? (e.g. jumping castle)
- setting up temporary structures?
- using fireworks?

### Please provide details (attach separate schedules if needed)

☐ Yes ☐ No

Type of food:

☐ Yes ☐ No

Type of equipment:

☐ Yes ☐ No

Size, reason:

☐ Yes ☐ No

Type, number, size:

Public Liability Insurance from the company must be attached.

☐ Yes ☐ No

Type, number, size, reason:

☐ Yes ☐ No

Purpose, amount, timing:

### Do you require...

- access to electricity?
- access to toilets?
- access to floodlights?

### Please provide details (attach separate schedules if needed)

☐ Yes ☐ No

Type and number of connections:

☐ Yes ☐ No

A key bond may apply.

☐ Yes ☐ No

Time:

## 4 Fees and payment

Fees may apply. Details on current prices can be found in our *Goods and Services Pricing Schedule* available at [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) or on request.

If fees do apply, we will send you an invoice for fees payable on approval of your application.

If applicable, fees must be paid prior to use.

## 5 Conditions of use

School sport bookings are only available on weekdays between the hours of 9.00 am and 3.30 pm on days established as term dates by the Department of Education and Training.

### The hirer is responsible for:

1. public liability insurance for a minimum \$20 million endorsed to indemnify Council against any accident, injury or damage resulting from or incidental to the hirer's use of Council property or facilities.
2. ensuring that the reserve is suitable for the desired activities
3. carrying out a risk assessment and hazard identification of the facility for the purposes of the event and take all responsible steps to provide a safe environment for its participants and spectators
4. conducting the event(s) in a manner to ensure that there is a minimum of disturbance to adjoining property owners
5. providing goal post pads, cricket stumps or other field dressings required to conduct competition games. Note, we do not allow field markings for schools or casual bookings as field markings are the responsibility of the respective seasonal hirer
6. the security of any temporary structures and devices, ensuring they are weighted, not pegged
7. ensuring that the area to be left in a clean and tidy condition (to our satisfaction) at the completion of the day's activities. Where toilets are provided, they are to be left in a clean and tidy condition and locked after use
8. ensuring that any food vendors comply with the NSW Food Authority's 'Guidelines for food businesses at temporary events'
9. any damage and the removal of all rubbish generated by participants and spectators as a result of the activity. Charges may apply if we need to arrange cleaning of a sports ground after use.

### Council:

10. reserves the right to reject or withdraw any application or withdraw any allocation for the use of sports grounds if sports ground conditions deteriorate
11. accepts no responsibility for the condition of the reserve or lack of facilities
12. reserves the right to restrict or stop the use of reserves for training or playing purposes due to inclement weather, playing surface condition or maintenance works.
  - o This restriction will be inclusive of schools, and may be implemented at short notice
  - o Where grounds are to be closed for match play, at least 2 days' notice will be provided.
  - o In the event of, or as a result of wet weather, advice on closures will be available via our 24-hour wet weather number: 9839 6575 or our website.

## Privacy notice

We are collecting this information to process your request. We may not be able to do so without it. Supplying this information is voluntary.

We will store your personal information on our systems or in our offices, where it will be used by our staff and contractors. Other people can request access to it under the *Government Information (Public Access) Act 2009*. You can ask us to suppress your personal information from a public register and we will consider your request in line with the *Privacy and Personal Information Protection Act 1998*. Our *Privacy Management Plan* sets out how you can access or correct your personal information. Please visit [www.blacktown.nsw.gov.au](http://www.blacktown.nsw.gov.au) for a copy of the plan.

## Office use

File no \_\_\_\_\_

Date \_\_\_\_\_