



SPORTS FIELD HIRE – CASUAL/SCHOOL
USE APPLICATION FORM

APPLICANT DETAILS					
ORGANISATION NAME:					
CONTACT NAME:					
ORGANISATION ADDRESS:					
PHONE (w):			PHONE (m):		
EMAIL:					
BOOKING DETAILS					
NAME OF PARK:					
No. of FIELDS:					
PURPOSE/SPORT TO BE PLAYED:					
DATE REQUIRED:		From / /		To / /	
Monday		Tuesday		Wednesday	
Thursday		Friday			
Start Time:					
End Time:					
Does your booking consist of:		<input type="checkbox"/> Multiple Club use		<input type="checkbox"/> Multiple School use	
If Yes, please complete details below:					
Name of sporting club/school attending		No. of players/students attending	% residing in Blayney Shire	% residing outside Blayney Shire	
INSURANCE					
Council requires a copy of your current Public Liability Policy & Disclosures identifying and naming Blayney Shire Council or "any local government where the activity is taking place", as an interested party with a cover of \$20 million.					
PUBLIC LIABILITY INSURER:					
AMOUNT OF COVER:		\$	EXPIRY DATE:		

BIN REQUIREMENTS – Quote will be sort from Contractor – Hirer Responsible for Cost of Bins			
DATE REQUIRED:	/ /	Time of delivery	
No. OF BINS REQUIRED			
As guidance 1 x 240L bin is required per 50 people			
KEYS (Deposit Applies)			
DO YOU REQUIRE KEYS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If yes, please tick which keys you require:			
<input type="checkbox"/> Change Rooms	<input type="checkbox"/> Toilets	<input type="checkbox"/> Gate	<input type="checkbox"/> Canteen
FOOD / CANTEEN / ALCOHOL			
Will there be food and/or drinks sold at your sporting event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will you be operating a BBQ/s at your sporting event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, all Food Vendors must have approval from Blayney Shire Council. All Food Vendors must be issued with a Temporary Food Permit and comply with all relevant food and health regulations.			
If yes, have you completed & attached the Temporary Food Stall Application <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will there be alcohol sold at your sporting event? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please ensure you have the consents & licences required by the authorising authorities and provide Council with a copy of all consents and licences.			
CHECKLIST / DECLARATION			
Please tick. Any required documents not provided will delay the processing of your application.			
<input type="checkbox"/> I have attached a copy of my Public Liability Policy. <input type="checkbox"/> I have completed the bin, keys & Food/Canteen/Alcohol sections if required. <input type="checkbox"/> I have completed the booking details to include clubs/ schools attending. <input type="checkbox"/> I confirm that the details provided are correct. <input type="checkbox"/> In signing this form I acknowledge I have read and accepted the Conditions of Sporting Field Hire attached.			
SIGNED:		DATE:	
FEES & CHARGES			
In accordance with Council's Fees and Charges			

OFFICE USE			
FEE PAID	\$	RECEIPT No.	DATE:

Council Details			
Address:	Blayney Shire Council 91 Adelaide Street, BLAYNEY NSW 2799 PO Box 62 BLAYNEY NSW 2799	Website:	www.blayney.nsw.gov.au
		Email:	council@blayney.nsw.gov.au
		Phone:	(02) 6368 2104
		ABN:	47 619 651 511

CONDITIONS OF HIRE OF COUNCIL SPORTING FACILITIES

Acceptance – Council may accept or reject any application for hire and need not give reasons for its rejection. A person must not use a sporting facility unless Council has agreed to hire the facility to that person. No hiring arises unless Council agrees to the hire in writing.

Fees and Charges – Fees, as per Council's Fees and Charges (available from Council's website), apply for use of Council sporting facilities.

Sports field Bookings - Bookings for Council's sports fields must be on Council's Application form. Changes and amendments must also be advised in writing.

Sports field Booking Cancellations/Refunds - When a fee paying booking is cancelled, for whatever reason, Council can only refund/credit fees attributed to the booking after written advice/request has been received.

Marking of Fields Council is responsible for line marking and will undertake the marking of lines for the required sporting code, in consultation with the Hirer to determine the appropriate siting and size of fields.

Council will only use white line-marking product and no herbicide, oils or other substances capable of killing the grass will be considered.

Further reinstatement of lines during the Hire period, due to wear and other shall be completed by Council upon request and be subject to available resources and

The Hirer shall not undertake marking of lines under any circumstance.

Inspection of grounds – A designated person/club official must inspect all facilities, including the playing field and the general environment prior to starting any training/game to ensure that it is fit and safe for the use to which it is booked.

A copy of a Pre Use Inspection Checklist form for all users is attached to the application form.

The Hirer is responsible for the provision of routine maintenance during the period of the Agreement for works or damages caused as a result of the hiring activity.

First Aid – The Hirer shall ensure that adequate medical and first aid equipment is available during the Hours of Use.

Defibrillator – The Hirer shall be responsible to inspect and record as part of their risk assessment that defibrillators(s) are checked for function prior to each event.

Glass Receptacles - Council Policy does not permit the use or sale of glass containers on any sports field within the Council's control.

Vehicular Access – Unauthorised vehicles are not permitted to be driven on or parked on Council sportsgrounds at any time. Prior written approval is required for any vehicles to be on a sportsground.

Litter – The School shall ensure that the ground and other facilities are left in a tidy condition after use. If not, cleaning costs will be charged, in accordance with Council's Fees and Charges.

Keys – It is the responsibility of the Hirer to obtain keys from Council for authorised gates, toilets, change rooms etc. Under no circumstances are copies to be made of Council keys.

A non-return fee may be chargeable on keys which are not handed in (to be re-issued as applicable) by casual users, within seven (7) days of the finish of the hiring period/event.

Noise - The Hirer must ensure that the use of the sportsground and amenities does not cause annoyance to the surrounding neighbourhood by emission of noise from sporting functions, broadcast noise, by rowdy behaviour or excessive revving of vehicles leaving the facility or any anti-social behaviour by any person attending any sporting function held by the Hirer.

Wet Weather - A point will be reached for each sports field/park beyond which it may be expected that usage of the facility will result in damage to the playing surface. Upon that point being reached, use of the field will be suspended until such times as it is considered safe to resume use without subsequent use causing damage to the surface.

During periods of prolonged wet weather, the organisers are advised to contact Council on the day prior to the event for information regarding field closures.

I as
(Name) (Secretary, etc)

of acknowledge that
(Organisation)

I have read the above conditions and policy and will ensure the compliance of my organisation with the conditions outlined.

(To be filled out and returned with a completed sports field booking form

Council Details			
Address:	Blayney Shire Council	Website:	www.blayney.nsw.gov.au
	91 Adelaide Street, BLAYNEY NSW 2799	Email:	council@blayney.nsw.gov.au
	PO Box 62 BLAYNEY NSW 2799	Phone:	(02) 6368 2104
		ABN:	47 619 651 511

SPORTS FIELD HIRE



PRE-USE INSPECTION CHECKLIST

This form is to be filled in PRIOR to the activity by a designated person who inspects all facilities required – Return Pre-Use Inspection Checklist to Council

GROUP DETAILS			
SCHOOL/CLUB/TEAM:			
VENUE:			
CHECKLIST			
	Yes	No	N/A
Playing surfaces clear of all hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Holes and uneven patches covered, safety tape, signage in place or fenced off if necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All equipment used for maintenance of grounds are stored or maintained in an area preventing hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All goal posts are fixed securely in position and padded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All corner posts or flags safely positioned, and will give way if a player collides with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spectators and participants safely separated from each other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change rooms are clean and tidy before and after use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clean drinking water available for players and officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency vehicle access clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained first aider present / regulation first aid kit as required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appropriate footwear and personal protective gear worn by all participants.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weather conditions suitable for event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate sun protection is available for players and officials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All equipment for event is in a safe condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defibrillators – Inspect & Record Defibrillators are functioning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SIGNATURES			
SIGNATURE:		DATE:	
NAME:			
POSITION:			
WITNESS:		DATE:	
NAME:			
If you answered NO to any questions above please provide explanation/comments and submit to Council			