

City Administrative Centre Bridge Road, Nowra, NSW, Australia, 2541

Address all correspondence to: The General Manager, PO Box 42, Nowra, NSW, Australia, 2541 | DX 5323 Nowra  
 council@shoalhaven.nsw.gov.au | www.shoalhaven.nsw.gov.au | Phone: (02) 4429 3111 | Fax: (02) 4422 1816

**We as the hirer agree to the following conditions being met and fulfilled by our organisation:-**

- Allocation for season hire will be based on applications forwarded to Council or the Management Committee by the date quoted on the attached letter. Applications made after this date will be given lower priority. Clubs using grounds controlled by a Management Committee should submit this form to the Management Committee booking officer and confirm their booking with the Management Committee. A copy should be provided to Council.
- Allocation will not be made to clubs that do not submit an application form.
- If an application is not made Council may consider the use of the grounds to be illegal and refuse to recognise any claims.
- Suitability of the playing surface for all intended use **prior to the commencement of play.**
- Grounds shall not be used if too wet as it is considered that undue damage could be caused to the playing surface.
- Sporting bodies must inspect structures, goal post, in-ground sprinklers, etc. for safety **prior to use of the sports ground.**
- Any unsafe facilities/grounds should not be used, and should be reported to Council immediately.
- Playing fields, surrounds, toilets and change rooms are to be left in a clean and tidy condition. This includes picking up of all rubbish, football tape, papers, chip bags, etc.
- Council policies prohibit the sale or supply of drinks in glass containers, no glass containers are permitted on the grounds.
- Council sportsgrounds are non-smoking venues.
- No vehicles are to be driven on the grounds.
- No helium filled balloons to be used on any playing field, sportsground or reserves. No balloons, helium filled or otherwise, to be released in or around any Council owned playing field, sportsground or reserves.
- Council's decision will be final on the allocation of facilities.
- Fees for use of floodlights are in accordance with Council's advertised Fees and Charges.
- Lighting fee will be charged for hours booked, any amendments must be supported by a detailed log of actual usage. Where floodlight controllers are installed, recorded usage will be charged.
- Portable soccer goals **MUST** be secured in accordance with Australian Standard HB227-2000.
- Council's building insurance does not cover items owned by sports clubs. **It is the club's responsibility to insure your equipment.**
- Clubs using grounds controlled by a Management Committee should submit this form to the Management Committee booking officer and confirm their booking with the Management Committee. A copy should be provided to Council.

## Section 1 – Hirer's Details

Type of Hire: (please tick)  Summer Season Hire  Winter Season Hire

Name of Club/ Association: .....

Name of Affiliating Association: .....

Club's Generic Email Address: .....

Postal Address (PO Box): ..... Postcode: .....

Mr/Mrs/Miss/Ms (please circle) Name: .....

Position: .....

Number of registered players: ..... Number of teams: Jnr ..... Snr .....

*Privacy Notification: The information requested by Council on this form may constitute personal information under the Privacy and Personal Information Protection Act 1998 and will be treated in accordance to our privacy requirements. The details on this form will be used to provide those persons/clubs with information from the Finance, Corporate & Community Services which is considered relevant to the persons/clubs, should contact Council directly to remove themselves from this list.*

**This form may be published on Council's website in accordance with Government Information ( Public Access) Act 2009**

OFFICE USE ONLY

|                   |                           |
|-------------------|---------------------------|
| Form Number: 909  | Issue Date: 07/2018       |
| Version Number: 2 | Next Review Date: 05/2019 |



## Section 2 – Ground Information

Sportsground Name: .....

Number of Fields .....

Amenities required:  Toilets  Change room  Canteen  Other Facilities: .....

.....

Hirers must complete all relevant pages of the form or their application will be considered invalid.

## Section 3 – Insurance

**Please attach a copy of the Certificate of Currency for the Public Liability Insurance Policy. Council must be identified in writing on the above policy as an interested party.**

If your Public Liability Insurance is held through a governing body, (ie District Association) please indicate which body  
 .....  Copy attached

## Section 4 – Seasonal Hire Requirements

Training starting date: ..... Finishing date: .....

First day of competition: ..... Last day of competition: .....

Christmas break – last date: ..... Restart date:.....

Other special events: (including presentation day) .....

Please Note: At Least 14 days notice should be given for all special events.

Field Number or description (eg cricket nets) .....

| Details:  | Time Start | Time Finish | Activity<br>(T - training C - competition) | Floodlight (hours needed) |    |
|-----------|------------|-------------|--|---------------------------|----|
|           |            |             |  | From                      | To |
| Monday    |            |             |  |                           |    |
| Tuesday   |            |             |  |                           |    |
| Wednesday |            |             |  |                           |    |
| Thursday  |            |             |  |                           |    |
| Friday    |            |             |  |                           |    |
| Saturday  |            |             |  |                           |    |
| Sunday    |            |             |  |                           |    |

**Only book exact times required for training and competition – not all day or all weekend.**

**It will be considered that Floodlight use commences at 5.30 pm during the winter season, any changes to floodlight usage must be supported by a log of actual use.**

**Start and finish dates for seasonal hire will be approved by Council and may need to be amended to accommodate sportsground restoration works.**

**Please complete a new page for each field (this page should be photocopied if required)**

### Send to:

[council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au)

or

**Facilities Coordinator, Shoalhaven City Council**  
 PO Box 42 Nowra 2541

or

Your Management Committee Booking Officer.

**For assistance with this form please phone  
 (02) 4429 3639**

## Section 5– Hirer Contact Information

**COMMITTEE MEMBERS - (Please indicate primary and secondary contact persons next to their title/position)**

**President:**

Mr/Mrs/Miss/Ms (please circle) Name: .....

Contact Phone Number: ..... Phone Number (work): .....

Club's Generic Email address: .....

**Secretary:**

Mr/Mrs/Miss/Ms (please circle) Name: .....

Contact Phone Number: ..... Phone Number (work): .....

Club's Generic Email address: .....

**Treasurer:**

Mr/Mrs/Miss/Ms (please circle) Name: .....

Contact Phone Number: ..... Phone Number (work): .....

Club's Generic Email address: .....

## Section 6 – Agreement Form

The duly elected officials of .....  
(insert club/association name)

have read all conditions included with the Shoalhaven City Council's Hire of Playing Fields application and fully understand their meanings. The club/association agrees to abide by all of the conditions. The club has taken out insurance naming and identifying Shoalhaven City Council in accordance with the attached letter and agree to keep the Policies current at all times during the term of this agreement, and any other period of use which may fall outside any specified period of use.

Date: .....

Title/Position: .....

Name: .....

Signature: .....