

## 2024/2025 OVAL AND PARK BOOKING FORM

APPLICANT		APPLICATION DATE	
ORGANISATION			
ADDRESS			
PO BOX		POST CODE	
TOWN		STATE	
TELEPHONE		MOBILE	
EMAIL			

### VENUE – PLEASE X

	Coonabarabran Oval One (1)		Binnaway Oval
	Coonabarabran Oval Two (2)		Baradine Oval
	Coonabarabran Oval Three (3)		Mendooran Oval
	Coonabarabran Netball		Milling Park, Dunedoo
	Coolah Bowen Oval		Dunedoo Robertson Oval
	Other: <i>(Name other location)</i>		

### USE REQUIRED – Please X sport/activity and add number of teams/participants

	Cricket	No. of teams:		Soccer	No. of teams
	Junior Cricket	No. of teams:		Junior Soccer	No. of teams
	Rugby Union	No. of teams:		Athletics	No. of teams
	Rugby League	No. of teams:		Netball	No. of teams
	Junior League	No. of teams:		Basketball	No. of teams
	Touch Football	No. of teams:		Markets	No. of participants
	Community Event	No. of participants:		Other: <i>(Please Specify)</i>	No. of participants:

One-off Hire

Weekly Hire

Other Hire

<b>TRAINING DATE AND TIME (including set up/pack down)</b>				<b>FROM</b> ___/___/___ <b>TO</b> ___/___/___		
Next to each day please note frequency of usage				Weekly = W	Fortnightly = F	Monthly= M
<b>Monday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Tuesday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Wednesday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Thursday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Friday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Saturday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Sunday</b>	am/pm	to	am/pm	<b>W/F/M</b>		

<b>COMPETITION DATE AND TIME (including set up/pack down)</b>				<b>FROM</b> ___/___/___ <b>TO</b> ___/___/___		
Next to each day please note frequency of usage				Weekly = W	Fortnightly = F	Monthly= M
<b>Monday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Tuesday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
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<b>Friday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Saturday</b>	am/pm	to	am/pm	<b>W/F/M</b>		
<b>Sunday</b>	am/pm	to	am/pm	<b>W/F/M</b>		

Back up date/s:

Special requirements:

Note: some may attract fees and charges. For example, additional bins, line marking, location of irrigation.

<b>Access to amenities</b>	<b>Please circle Y or N</b>	
Grandstand	Y	N
Change rooms, toilets	Y	N
Canteen	Y	N
Lights	Y	N
Is the event free of charge to enter?	Y	N
Is there alcohol present in any form at the event?	Y	N
Authorization to serve alcohol has been obtained?	Y	N

## TERMS AND CONDITIONS OF HIRE

1. All hirers are encouraged to undertake a risk assessment prior to the commencement of each and every use.
2. Only Council will be permitted to mark and prepare turf wickets; erect goal posts and/or undertake and maintain line marking. Line marking will take place at a maximum frequency of fortnightly. If additional line marking is required it may incur an additional cost.
3. A minimum three working days' notice is required for additional services such as line marking. All enquiries are to be made through the Council offices and/or Council email.
4. The hirer shall not allow entry into any sections of turf wicket pitch areas if roped off and maintenance is being conducted.
5. Provision of lights for night use will be as per Council's adopted fees and charges.
6. Regular weekly hirers of grounds will be issued with keys to amenities. Key must be returned at end of season or event.
7. All hirers are required to pay a security/cleaning bond as per Council's adopted fees and charges which is payable in advance. Should the booking party require access to the amenities which will be cleaned by Council prior to the booking and the booking party is responsible to return the amenities at the same level of cleanliness. Any additional cleaning or maintenance of amenities required as a result of the hirer's use will be charged to the hirer.
8. In the event of a ground closure;
  - a) Council may erect advisory signs to indicate closure.
  - b) Entry upon any closed ground without prior Council approval is prohibited. A person entering upon any closed ground without prior approval will be liable for any damages caused.
  - c) Council has absolute discretion to close a ground.
  - d) No hire fee shall be charged if ground is closed by Council.

Council may determine ground closure based on the following;

- weather forecast
  - ground moisture
  - type or nature of proposed use
  - amount of proposed use
  - likelihood of damage to playing services
  - ability to prepare ground surfaces for events ie line markings, mowing, wicket preparation etc.
9. No fee incurred where three (3) days prior written advice has been received by Council and there has been no prior preparation to the ground.
  10. Council requires all hirers to obtain and provide public liability cover not less than \$20 million (indemnifying the rights & interests of Warrumbungle Shire Council). NOTE bookings will not be made (tentative or otherwise) without a copy attached to this application form.
  11. Council reviews its fees and charges annually. The fees payable will be those applicable at the time of the function which will then include any increases in fees.
  12. Council adopts a Smoke Free Environment Policy for all sport and recreation grounds. Section 6A of the Smoke-free Environment Act 2000 makes a number of outdoor public places smoke-free. Smoking is banned in spectator areas at public sports grounds and other recreational areas in NSW;
    - within 10 metres of children's play equipment in outdoor public places.
    - in open areas within the perimeter of all public swimming pool complexes.
    - within 4 metres of a pedestrian entrance to or exit from a public building.

## FEES AND CHARGES

<b>BASE CHARGES ALL OVALS AND PARKS</b>	<b>PLEASE X</b>	
<b>BOOKING FEE (non-refundable)</b>	61.95	<input checked="" type="checkbox"/>
<b>BOND – SECURITY/CLEANING</b>	266.00	<input type="checkbox"/>
<b>\$20 MILLION PUBLIC LIABILITY COVER</b> <small>Not less than \$20 million indemnifying the rights &amp; interests of Warrumbungle Shire Council.</small>	Attached	<input type="checkbox"/>
Market Stall/Vendors – per stall, per day	15.75	<input type="checkbox"/>
Seasonal users Utility and Maintenance contribution – per season Winter/Summer	203.00	<input type="checkbox"/>
All sport home games with gate entry and/or canteen and/or bar operation	203.00	<input type="checkbox"/>
All Regional Sports games and/or social activities	203.00	<input type="checkbox"/>
Cleaning of amenities, toilets, kiosk after use (minimum 1 hour)	79.80	<input type="checkbox"/>
Event preparation and/or cleaning	79.80	<input type="checkbox"/>
<b>REPLACEMENT AND REPAIRS</b>	<b>Full cost of repairs</b>	

### BOND REFUND BANK DETAILS:

Account Name:	
BSB:	
Account Number:	

### I DECLARE THAT:

1. I have attached the required documentation to this form.
2. I have read and understood the above conditions of hire and, on behalf of the organisation I am representing, agree that they will be abided by.
3. I / We undertake to inspect all the grounds and associated facilities to be used for this activity/function prior to each and every time it is used, to ensure that they are suitable for the purpose for which they will be used, and that there are no obvious or hidden dangers (such as uncovered sprinkler heads).

<b>Applicant name:</b>	
<b>Applicant signature:</b>	
<b>Date:</b>	

### OFFICE USE ONLY

Staff contacted about facility condition after hire:	Y	N	Date:	
RECOMMENDATION	X	Amount	Reason	
Full bond refund	<input type="checkbox"/>	\$		
Partial bond refund	<input type="checkbox"/>	\$		
Nil bond refund	<input type="checkbox"/>	Nil		
Signed by Council Officer:			Date:	

