



## PARK OR SPORTING GROUND (CASUAL HIRE) APPLICATION FORM FORMER LEICHHARDT COUNCIL AREA

For more information regarding sporting grounds parks and reserves in this area visit [www.leichhardt.nsw.gov.au](http://www.leichhardt.nsw.gov.au) listed under Recreation tab (Parks and Playgrounds / Sporting Grounds)

A MINIMUM OF **ONE (1) WEEK** IS REQUIRED TO CONFIRM A BOOKING  
TENTATIVE BOOKINGS CANNOT BE MADE

**Payment must accompany this fully completed application form otherwise it will not be accepted**

### FOR WEDDINGS, PARTIES or PICNICS in Parks or Reserves

Direct any enquires & forms to: **Inner West Council - Leichhardt Customer Service**

7-15 Wetherill Street (PO Box 45) Leichhardt NSW 2040 p – 9367 9222 e - [leichhardt@lmc.nsw.gov.au](mailto:leichhardt@lmc.nsw.gov.au)

### FOR SPORTING ACTIVITIES, CORPORATE, CHARITY or SCHOOL EVENTS on Sporting Grounds

Direct any enquiries & forms to: **Inner West Council - Leichhardt Parks & Open Space Planner**

7-15 Wetherill St (PO Box 45) Leichhardt NSW 2040 p – 9367 9281 e - [recreation@lmc.nsw.gov.au](mailto:recreation@lmc.nsw.gov.au)

### HIRER DETAILS – ALL details must be completed

Organisation or Group Name:

Contact name:

Street Address:

Suburb:

Postcode:

Phone No:

Mobile:

Email:

### BOOKING DETAILS -

Event / Activity Name:

Park/Sporting Ground:

Date/s requested:

Times (including set up  
and pack up):

From:

am/pm

To:

am/pm

Number of attendees:



# INNER WEST COUNCIL

**ACTIVITY DETAILS** - Note: Approval will not be granted for activities and related plant and equipment that will have the potential to impact upon the playing surface, subsoil drainage or irrigation.

**Type of Event**

- Sporting     Wedding     Private Party     Private Picnic     Fundraising     Filming  
 Community/Charity     Corporate     Other \_\_\_\_\_

Full Description of Activity:

**PLEASE CHECK THE FOLLOWING REQUESTS AS APPLICABLE TO YOUR APPLICATION**

*(Council will notify you if you have been given permission for requests listed below)*

Erection of Tents / Marques / Stalls If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Catering - food or beverages If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Portable Gas BBQ (must have drip tray)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Other Equipment bought on site (eg) stage, tables & chairs If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signage / Exhibits-Paintings, art work etc to be Erected If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Jumping Castles/Amusement Device / Animal Farm / Petting Zoo If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>



# INNER WEST COUNCIL

Is power required? Only available in a few venues (additional fees associated) If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are additional bins and waste removal required? (additional fees associated) If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Any other information applicable to the booking If yes, please give details:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## INSURANCE DETAILS

The following hirers can NOT be insured through Council and will require their own public liability insurance:

- incorporated bodies, clubs or associations or corporate hirers;
- commercial users (hirers who require grounds for the purpose of a business or profit making activity);

Hirers who are NOT covered by Council's insurance must:

maintain a current Public Liability Insurance Policy for no less than \$20 million, endorsed to indemnify Council against any accident, injury, or damage resulting from or incidents arising from the hirer's use of Council property or facilities; name "Inner West Council - Leichhardt" or "Any Local Government Authority" on the policy under "Other Interested Parties"; and, provide proof of insurance to Council.

Name of Insurance Provider	Amount of Cover (must be \$20 million minimum)	Expiry Date
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Current Public Liability Insurance Certificate of Currency is attached (if applicable)

**NOTE:** Hirers must supply Council with Insurance details for external suppliers these include Amusement Devices, Petting Zoo etc

## DECLARATION

I have read & understood the Park & Sporting Grounds terms and conditions of use

Applicant's signature:

Date:

## PRIVACY STATEMENT

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the Privacy and Personal Information Protection Act 1998 (NSW), you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the Government Information (Public Access) Act 2009, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate such on the application form.



## FEES AND CHARGES

### Cost of Hire for **PARKS** and **RESERVES** ONLY

- |  |                                   |
|--|-----------------------------------|
| <input type="checkbox"/> Park Booking (1-100 people) less than 2 hours                     | \$87.00 (GST inclusive)           |
| <input type="checkbox"/> Park Booking (1-100 people) more than 2 hours (less than 4 hours) | \$172.00 (GST inclusive)          |
| <input type="checkbox"/> Wedding (1-100 people) flat rate – 3 hour maximum hire            | \$230.00 (GST inclusive)          |
| <input type="checkbox"/> Corporate Promotion / Fundraising Event                           | \$185.00 per hour (GST inclusive) |
| <input type="checkbox"/> Large organised Event (over 100 people – DA may be required)      | \$1237.00 (GST inclusive)         |

### Cost of Hire for **MULTIPURPOSE COURTS**

- |  |                                  |
|--|----------------------------------|
| <input type="checkbox"/> Casual Hire (minimum 1 hour hire) | \$20.00 per hour (GST inclusive) |
|--|----------------------------------|

### Cost of Hire for **SPORTING GROUNDS** (minimum four hour hire)

#### **Birchgrove Oval ONLY**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Casual Hire    | \$83.00 per hour (GST inclusive)  |
| <input type="checkbox"/> Corporate Hire | \$221.00 per hour (GST inclusive) |

#### **OTHER Sporting Grounds -**

#### **Blackmore, Cohen, Easton, King George, Leichhardt Ovals 2 & 3, Balmain Road & Glover Street**

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> Casual Hire (no lights)    | \$50.00 per hour (GST inclusive) |
| <input type="checkbox"/> Corporate Hire (no lights) | \$80.00 per hour (GST inclusive) |

### **Bond Required\* (where applicable)**

Keys may be required at some sporting grounds or to access power for after-hours bookings

- |   |          |
|---|----------|
| <input type="checkbox"/> Key Bond* - payable at the time of pick up and refundable when keys are returned | \$100.00 |
| <input type="checkbox"/> Damage Bond* - payable before the event (damage bonds apply to all major events) | \$500.00 |

\* This applies whether a fee waiver is approved or not

### **OTHER CHARGES**

- |  |                                    |
|--|------------------------------------|
| <input type="checkbox"/> Waste Removal (240 Litre) | (\$51 per bin – large events only) |
| <input type="checkbox"/> Power                     | (\$17 per hour - max. four hours)  |

*Power is only available at Elkington & Pioneers Memorial Parks & some Sporting Grounds*

**TOTAL FEES AND CHARGES: \$**





## PARK & SPORTING GROUND HIRE: TERMS AND CONDITIONS OF USE

**Sporting Ground Closures:** Council reserves the right to cancel a booking when a sporting ground or park is deemed unsuitable for use due to inclement weather, unsafe conditions or when continued activity will result in damage to the ground. Grounds may be closed at short notice. Hirers will not be charged for the hire when a park is closed by Council, a full refund is received when the refund is requested by the hirer within 30 days of the ground closure.

Four sources of information on ground closures which are updated (where required) at 9am & 3pm.

<b>Phone</b>	9367 9190
<b>Website</b>	<a href="http://www.leichhardt.nsw.gov.au/Recreation/Sporting-Ground-Status">http://www.leichhardt.nsw.gov.au/Recreation/Sporting-Ground-Status</a>
<b>Twitter</b>	@ImcSportGrounds

There are also OPEN and CLOSED signs on all Sporting Grounds that reflect the current status

The hirer will be responsible for any members of their group who disobey Council's instruction and use the ground on a day of the booking when the ground is closed. The hirer will be responsible for all cost of repairs to damage caused by such use. Continued disobeying of ground closures may result in the hirer's booking of that ground being terminated. Hirers will not be charged for the hire when a sporting ground is closed by Council. They will receive a full refund, when the refund is requested by the hirer within 30 days of the ground closure.

**Hours/Days of Permitted Use:** The hirer shall only use the parks during their allocated times. The following hours of use guidelines apply to park bookings:

- Parks can be booked for non-sporting activities from 8am to 6pm and 8am to 8pm during daylight savings hours and (unless given special permission).
- Council does not take park bookings for New Year's Eve or public holidays
- Council only permits wedding ceremonies in Parks (not wedding receptions)
- Sporting Ground booking times are to be discussed with the Parks & Open Space Planner.

It is suggested to all hirers that a site inspection is conducted before booking the venue. (without Council officers) A minimum of one (1) weeks' notice is required to book a Park or Sporting Ground.

**Exclusive Use:** The hirer does not have exclusive use a park (Sporting Grounds have exclusive use only). You have the right to use a particular section of the park and Council will prepare the site for you however the reasonable needs of park users, including access through the park, are to be respected.

**Fees and Charges:** The hirer agrees to pay the fees and charges for the use of the Council's sporting grounds and parks in accordance with the Schedule of Council's Fees and Charges current at the time of the booking. A hirer may apply to have the fees and charges waived (three months' notice must be given for this). Where a booking is made for activities or functions which in the Council's opinion are not covered by Council's current Schedule of Fees and Charges, Council reserves the right to impose special conditions including the payment of a security bond and to fix a charge considered by Council to be reasonable.

**Cancellations/No-Shows:** When the hirer provides more than 7 days' notice of the cancellation to Council the hirer will receive a refund, less a cancellation fee of \$50. When the hirer provides less than 7 days' notice of the cancellation to Council the hirer will receive no refund.

**Problems on the Day:** Should you experience any problems during your booking time, contact Council immediately. Council's Rangers can be contacted on 9367 9222

**Pre-Use Inspection:** The hirer should inspect the site immediately prior to and during any booking.

**Hours of Use:** The hirer may only use the grounds during their allocated times.

**Sub-Letting:** The hirer shall not sub-let a ground to another group without the prior approval of Council.

**Substitution of Activity:** Where the sporting ground is allocated for one activity, the hirer shall not substitute another activity without the consent of Council.



**Payment Liability:** If any park is intended to be used by an unincorporated Club or Association, the hirer shall pay and be liable personally to pay to the Council the full amount of Council's fees and charges for the booking. Unless the hirer obtains the consent in writing from Council, the hirer remains personally liable for the full amount due notwithstanding that the hirer ceases to have any membership of or connection with such unincorporated Club or Association.

**Bonds:** The hirer may be required to pay the following bonds:

- Key Bond - for each key required to open Council facilities (e.g., toilets, canteens and change rooms). Council will inform you if any keys are required.
- Additional security bonds may be required by Council having regard to the nature of the activities.

**Keys:** When keys are required for a booking, the keys will be provided by Council to the hirer (bond required). Should Council's key(s) go missing in the possession of the hirer; the bond will be retained by Council.

The following procedures shall be followed by the hirer with regards to key(s):

- the hirer shall not loan the key(s) to any other user, organisation, school, group or individual;
- the hirer shall secure all locks when not being used;
- the hirer shall not cut any copies of the key(s) for any reason;
- the hirer shall return the key(s) to Council at the date and time agreed to on their Key Pick-up Form; and,
- the hirer shall not exchange any internal or external locks.

**Confirmation of Bookings:** The hire of the park is not confirmed until the confirmation letter has been sent by Council to the hirer and the hire fee has been paid. The confirmation letter must be kept on location and made available for inspection upon request.

**Public Liability Insurance:** The following hirers cannot be insured through Council and will require their own public liability insurance: incorporated bodies, clubs or associations; commercial users (hirers who require grounds for the purpose of a business or profit making activity); or a hirer who hires Council facilities for more than 10 days over 12 months. All hirers who are not covered by Council's insurance must:

- maintain a current Public Liability Insurance Policy for a minimum of \$20 million, endorsed to indemnify Council against any accident, injury, or damage resulting from or incidents arising from the hirer's use of Council property or facilities;
- keep the insurance current during all times that the ground is to be used;
- name "Inner West Council - Leichhardt" or "Any Local Government Authority" on the policy; and,
- provide proof of insurance (photocopy of the original Certificate of Currency) to Council.

**Parking and Access:** No vehicle may be driven on any park except where provision is made for vehicles by way of roads, sealed or unsealed and parking areas. When using Council parks, vehicles must be parked in the designated parking areas, unless given special permission by Council. Vehicles parked illegally may receive an infringement notice.

**Cleanliness/Waste Management:** All facilities are to be left in a clean and tidy condition after each use. The hirer will be charged for any cleaning or maintenance which arises as a result of their booking.

**Environment:** NO signage or decorations are permitted to be attached to any part of the environment – including trees, amenities blocks and existing Council signage.

**Barbeques:** Only portable gas barbeques with drip trays are permitted to be used

**Goal Posts:** The hirer shall not at any time remove or move goal posts or temporary barriers that have been erected by Council. Council does not provide or maintain goal post nets. Goal post nets are the responsibility of the hirer. Goal posts are not guaranteed to be erected until the start of the sporting season. If you require posts for preseason activities you should inquire at the time of booking.

**Portable/Moveable Equipment:** In all cases where the hirer uses portable or moveable sporting equipment, such as portable soccer goal posts, the hirer shall ensure that this equipment is appropriately fixed to the ground in accordance with government regulations and manufacturers' specifications.



**Line Marking:** Council is responsible for all field line marking. If any alteration to the original field set up is required, the hirer shall notify Council in writing, with at least two weeks notice. There may be an additional charge for this service. Line markings are not guaranteed to be erected until the start of the sporting season. If you require markings for preseason activities you should inquire at the time of booking.

**Conduct of People Using the Grounds:** The hirer shall be responsible for the satisfactory conduct of all persons using the sporting grounds and facilities during their allocated time. This includes visiting teams and spectators. The hirer shall ensure that the quiet enjoyment of property owners adjoining sporting grounds is not disturbed by excessive noise, offensive language, bad behaviour or any other activity likely to cause disturbance. The hirer shall ensure that all damage to Council property, either deliberate or accidental, is reported to Council as soon as possible, outlining full details of the incident. A hirer that is found to have caused damage to a ground either through misuse or allowing misuse of the grounds or equipment will have a penalty imposed, at the discretion of Council. The penalty may be monetary, loss of a bond or loss of ground allocations.

**Sound:** No loudspeaker, amplified live music or entertainment is permitted without permission. The noise generated must at all times comply with the requirements of the Environment Protection Authority (EPA) Protection of the Environment Policies. A DA may be required if:

- Engage in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct a temporary enclosure for the purpose of entertainment
- For fee or reward, play a musical instrument or sing
- Deliver a public address or hold a religious service or public meeting

**Tents/Marquees/Jumping Castles/Chairs:** Council does not permit the erection of tents or marquees without prior approval. Where approval is granted, pegging IS NOT permitted, all structures must be weighted down. Approval may be subject to a prior site visit by Council. Where permission is granted to have a jumping castle, the hirer must provide to Council a copy of the amusement device supplier's \$20 million Certificate of Currency. Chairs are permitted to be brought into the grounds for events but the cost of rectifying any damage caused by the hirer shall be charged to the hirer by Council.

**Power:** Power is available at a number of venues. Use of power points for casual use will require Council approval. Three phase power is also available at some sites (additional charges may apply).

**Canteen/Pavilion Usage:** A few of the sporting grounds have pavilion and/or canteen facilities. Casual users may also enquire about the possibility of casual rental of these facilities. The following policies regarding this use apply:

- The hirer should report any broken or damaged equipment, fittings or furniture as soon as possible. The hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or extra cleaning, which may become necessary as a consequence of the booking.
- Council reserves the right to request the removal of equipment/goods that may be a fire hazard.
- No items shall be placed in front of or obstruct access to the fire exits.
- No naked flames of any kind, including candles are to be used at the facility.
- The hirer shall not affix nails, decorations, bunting or draping which in any way defaces the building premises.

**Charging Entry Fees:** Council must approve the charging on any park/activity entry fee.

**Portable Toilets:** Council does not provide portable toilets but Council may grant permission to allow the temporary use of those supplied by a private contractor. If approved, the hirer shall ensure that the toilets are kept in a clean and tidy condition and are removed immediately on completion of the event. A copy of the private contractor's Certificate of Currency must be received by Council prior to the event.

**Food Safety:** The hirer must ensure that all regulations and policies regarding food service are followed. Fundraising events for community and charitable causes (not for personal financial gain) are exempt from notification to the NSW Food Authority and Council and food handling skills and knowledge requirement. However ALL food businesses and food handlers are required to comply with the remaining provisions of the Food Standards Code.





# INNER WEST COUNCIL

**Alcohol:** The consumption of large volumes of alcohol, such as kegs and cartons is not permitted in Council's parks. Glass drinking receptacles are not permitted in any of Council's open spaces.

If it is proposed to sell alcohol, an "On-licence (functions), liquor licence, or other appropriate liquor licence" must be obtained from the Liquor Administration Board and submitted to the Licensing Police at least 14 days prior to the date of the function. (Balmain Police) A copy of this liquor licence is to be provided to Council a minimum of 7 days prior to the event.

Secondary supply: If your event sells or give alcohol to a person under 18 years you will be fined. \$550 on the spot.  
- Liquor Act 1982 – Sect 114(4)

**Fireworks:** A Pyrotechnicians licence or fireworks (single-use) licence is issued by WorkCover NSW by way of legislation known as the Explosives Regulation 2005. The Regulation requires that as a condition of each licence issued, that the licensee must notify WorkCover and Council of an intention to use any fireworks, distress signal or model rocket propellant device at least 7 working days before the fireworks, signal or device is to be used.

While Council must be given notice, Council has no power to approve the use of fireworks. However Council may object to or impose conditions on their use. After receiving notification of the intended use of fireworks, Council may decide to object to the use of the fireworks, and inform the pyrotechnician and WorkCover of this decision. The fireworks display must not proceed unless the licensee has been able to resolve any objections by Council.

As certain parts of the Council area are bounded by maritime property, if any fireworks events are proposed to be held on maritime property then the NSW Waterways Authority must also be contacted and notified of the proposed display, with any approvals to also be obtained, if required.

For further information, please contact WorkCover [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)

**First Aid:** It is the responsibility of the hirer to provide their own first aid facilities, equipment and first aid officer.

**Cooperation with Council Staff:** Any authorised employee/contractor of the Council shall have the right to direct the attention of the hirer to any breach of these terms and conditions and require compliance therewith.

**Breach/Alteration of Conditions:** If the hirer fails to observe and ensure the observance of any of these conditions or fails to remove any person who has committed any breach of these conditions from the park, the use agreement may be terminated forthwith by the Council without any liability being incurred by Council and any monies held by the Council shall be forfeited to it, and any outstanding monies paid within

28 days of an invoice being received. Council reserves the right to alter the Terms and Conditions of Use of at any time, provided prior notice is given in writing to the hirer. In the event of any dispute or difference arising as to the interpretation of these conditions, or as to any matters of thing herein contained, or as to the meaning of any of these terms and conditions, the decision of the General Manager of this Council thereon shall be final and conclusive. The above Terms and Conditions apply provided there are no other leases or other agreements in place. Any hirer may apply to Council to have special conditions inserted into their hire arrangements to deal with conditions specific to their booking.

**Indemnity:** The hirer indemnifies the Council, its officers, servants and agents from and against all damage, costs, charges, expenses, actions, claims and demands which may be sustained, suffered, recovered or made by any person for any loss or injury such person may sustain when using or entering or near any portion of the subject parks (whether such injury be to the person or to property), where such injury arises or has arisen as a result of the negligence of or as a result of the creation of some dangerous thing or state of affairs by the hirer or by any member agent or employee of any unincorporated Club or Association or by the hirer's failure to observe the hirer's obligations. The hirer's liability shall be reduced by the portion that any act of Council, its Officers, servants or agents may have contributed to the injury or loss.