

SPORT AND RECREATION APPLICATION

FOR SEASONAL USE OF SPORTING FACILITIES

About this form

Please fill in all fields and tick the appropriate information.

Incomplete applications will not be processed.

Council Contact Details

Customer Service 1 Pope Street, Ryde NSW
Post Locked Bag 2069, North Ryde NSW 1670
Email sportandrec@ryde.nsw.gov.au
Phone (02) 9952 8222

Winter Season - The Winter season commences on the second full weekend of April and finishes on the second last weekend of August

Summer Season - The Summer season commences on the second full weekend of September and finishes on the second last weekend of March.

Seasonal Weekend Hire – Hourly hire fee for use of an identified sports field on a weekend day between the hours of 8:00am to 6:00pm on Saturdays and 9:00am to 6:00pm on Sundays (excepting turf wickets which are only available from 10:00am to 6:00pm).

Seasonal Weekday Hire – Seasonal fee based on the hourly use of a specific sportsground on more than 10 occasions during the defined season.

PART 1 : HIRER’S DETAILS

Association / Club Name

Sport to be played

Type of Seasonal Use

Summer Season (September – March)

Winter Season (April – August)

Football boots are strictly prohibited from council’s parks, sportsgrounds and reserves during the summer season.

Is your club or association Ryde based?

Yes

No

If “Yes” is selected, proof will need to be provided (Please see Part 5: Membership statistics).

Description of activity

PART 2 : CONTACT DETAILS

Please provide two contacts from your club or association

Position/Title

Title

Mr

Mrs

Ms

Miss

Other

Given Name

Family Name

Address

Suburb

Postcode

Postal Address

If different from above

Suburb

Postcode

Preferred contact

Mobile

Phone

Email

Mobile

Phone

Email

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council’s Customer Service Centre on 9952 8222.

Position/Title					
Title	Mr	Mrs	Ms	Miss	Other
Given Name			Family Name		
Address					
Suburb				Postcode	
Postal Address <small>If different from above</small>					
Suburb				Postcode	
Preferred contact	Mobile	Phone	Email		
Mobile			Phone		
Email					
In the event the hirer's main contact becomes unavailable, council will start to liaise with the secondary contact. One of the above contacts must be available at all times.					

PART 3 : BOOKING DETAILS

3. a) Sportsground Name and field number

Proposed date/time of hire:

Days	Dates	Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Any dates not required during the above period

Estimated daily attendance of participants

Estimated daily attendance of spectators

3. b) Sportsground Name and field number

Proposed date/time of hire:

Days	Dates	Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Any dates not required during the above period

Estimated daily attendance of participants

Estimated daily attendance of spectators

Hirer must provide council the dates when they will not be using the field/s during the season. Otherwise, the hirer will be charged for that time (this includes public holidays).

Please copy this page if additional sheets are required.

PART 3 (CONTINUED) : BOOKING DETAILS

3. c) Sportsground Name and field number

Proposed date/time of hire:

Days	Dates	Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Any dates not required during the above period

Estimated daily attendance of participants

Estimated daily attendance of spectators

3. d) Sportsground Name and field number

Proposed date/time of hire:

Days	Dates	Times
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Any dates not required during the above period

Estimated daily attendance of participants

Estimated daily attendance of spectators

Hirer must provide council the dates when they will not be using the field/s during the season. Otherwise, the hirer will be charged for that time (this includes public holidays).

Please copy this page if additional sheets are required.

PART 4 : FLOODLIGHT USAGE

Do you require usage of council’s floodlights? Yes No

Days	Dates		Times		Field and Number
	Start	Finish	Start	Finish	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

About the Floodlighting System

The floodlights are activated remotely via SMS. Each association or club must nominate people to run the floodlights remotely (maximum of four people per field).

Each nominee must be associated with the club/ association.

Hours of Operation

The hours of operation for the floodlight system vary from field to field. Please contact council for details if required.

Floodlights can only be activated during your organisation’s stipulate hire period – the nominated mobile phones will not be programmed to operate outside of these times.

Billing

Floodlighting is charged at a specific hourly rate, based on the operating and maintenance costs of the infrastructure at each individual facility. These hourly rates are included within the schedule of fees and charges – www.ryde.nsw.gov.au/fees

Name	Authorised Number	Days				
		Mon	Tue	Wed	Thu	Fri
		Mon	Tue	Wed	Thu	Fri
		Mon	Tue	Wed	Thu	Fri
		Mon	Tue	Wed	Thu	Fri

PART 5 : MEMBERSHIP STATISTICS

Total Number of Members in your Club or Association

Number of members living in the City of Ryde

Number of senior teams

Number of junior teams

Number of male participants

Number of female participants

Postcode	Suburb	Number of members
2114	Denistone	
2112	Denistone East	
2113	East Ryde	
2122	Eastwood	
2111	Gladesville	
2113	Macquarie Park	
2122	Marsfield	
2114	Meadowbank	
2114	Melrose Park	
2113	North Ryde	
2112	Putney	
2112	Ryde	
2111	Tennyson	
2114	West Ryde	
Number of members living outside the City of Ryde LGA		

Have you attached documents which can verify these statistics? Yes No

If you have answered “No” to the above question, your application will NOT be eligible for consideration. Leaving any of the above fields blank in this section will categorise this application as incomplete.

PART 6 : ADDITIONAL REQUIREMENTS

Do you require any additional field markings?	Yes	No
Do you propose to display advertising board/banners?	Yes	No
Will there be use of PA systems or loud speakers?	Yes	No
Do you propose to sell food?	Yes	No
Will there be sale of items other than food?	Yes	No
Do you propose to erect portable structures or amusement devices?	Yes	No
If “Yes” is selected, please specify		
Do you require an access key (deposit fee applies)?	Yes	No
If other requirements are necessary, please specify below		

Sporting Field Set Up

If alterations or additional markings are required to a sports field, the hirer must notify the City of Ryde in writing with at least 3 weeks notice.

Soccer Goal posts will be erected by the beginning of the Winter Season and dismantled in the last 2 weeks of August

Cricket wickets will be prepared by council within the first month of the summer season.

Storage

No property belonging to the hirer can be stored on the Park or Reserve without prior written consent from the City of Ryde.

Waste Management

The hirer must preserve council’s parks and reserves. All waste generated by the hirer and their patrons must be removed.

Advertising/Banners

The hirer must obtain the Council’s written approval prior to the erection of any advertising signs or banners.

PART 7 : COMPETITION AND TRAINING SCHEDULE

This information needs to be provided to the City of Ryde when it becomes available.

PART 8 : FEES AND CHARGES

All applicable hire fees and bonds must be paid prior to use. In the event of outstanding debts, Council retains the right of possible refusal of further hire of Council facilities. Council’s schedule of Fees and Charges is available at www.ryde.nsw.gov.au/fees or contact Council’s Parks Booking Officer on 9952 8249 for further information.

PART 9 : PUBLIC LIABILITY INSURANCE

Insured	Yes	No
Insurance Company		
Insurance Type		
Amount Cover		
Policy Number		
Expiry Date		

A Public Liability Insurance cover for a minimum of \$20,000,000 is to be supplied by corporations, associations, sporting clubs, religious organisations, commercial enterprises, users hiring a facility more than ten times a year.

Hirers who are not corporations, associations, sporting clubs, religious organisations and commercial enterprises who hire facilities no more than 10 occasions in any 12 month period may be covered under Council's policy of public liability insurance subject to payment of the applicable fee with Council's adopted Management Plan for each occasion of hire (see clauses 9-12 in Terms and Conditions).

I agree

Please attach a copy of the policy.

Council's Bookings Team will assess your application and subject to satisfying all terms and conditions, will issue a permit authorising the use of the facility for the approved purpose. Sporting groups and their patrons are required to adhere to Council's Terms and Conditions, except where written authorisation has been granted.

At no time shall a sporting group and their patrons use a Sportsground, unless a permit has been issued.

I agree

PART 10 : DECLARATION

I believe the information provided on this application is correct and true to the best of my knowledge. I have read the Terms and Conditions of hire contained with this application and agree to abide by them. I also undertake to advise the City of Ryde should there be any alterations or additions to the information supplied and to pay any cancellation fees applicable in the event of cancellation by the hirer.

I agree

Signature	Date
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Please return this completed form together with any relevant documents (eg Public Liability Insurance, requested documentation etc) to:

Via Mail: Parks Bookings Officer, City of Ryde,
Locked Bag 2069, North Ryde NSW 1670

Email: sportandrec@ryde.nsw.gov.au

Once your application has been approved, council will send you a permit.

For further information, please ring the Parks department on 9952 8222.

1. This agreement shall come into effect upon the Council serving the Permit on the Hirer.
2. The Hirer must, within the time notified in the Permit, pay to Council the Fee and the Bond.
3. Should the Hirer cancel this agreement, the Hirer shall pay Council the following:
 - \$93.50 cancellation fee plus any expenses incurred on the facility preparation.
4. The Hirer must use the Facilities only for the Approved Purpose and at the Approved Times.
5. The Hirer must not (whether by act or omission) cause any damage to the Facilities or leave the Facilities in an untidy state. The Council may remedy a breach of this clause, the cost of which shall be a debt due from the Hirer to the Council.
6. The Hirer must not use the Facilities at any times that the Council, in its absolute discretion, determines that the Facilities are unfit for use or occupation.
7. Where in this agreement there is a debt due to the Council from the Hirer, the Council may, in its absolute discretion, call upon the Bond to satisfy the debt. In any such event, the Hirer must, as soon as practicable, replenish the Bond.
8. In accordance with section 5N of the Civil Liability Act 2002 (NSW), the Hirer uses the Facilities at its own risk.
9. The Hirer shall have in effect throughout the term of this agreement a policy of public liability insurance in a sum of \$20,000,000. The policy must note the interest of the Council and must be on terms acceptable to the Council. The Hirer must provide evidence of the currency of the requisite policy upon request by Council. Where the Hirer is in breach of any provision of this clause, the Council may effect its own public liability insurance policy to cover the Hirer's activities under this agreement, the cost of which shall be a debt due to the Council.
10. The Hirer must not do anything that will void or otherwise negatively affect the insurance policy obtained under clause 9 and must, as soon as is practicable, inform the Council in writing of any such avoidance or negative effect.
11. The Hirer must promptly advise the Council of the occurrence of an event that gives or may give rise to a claim under the policy and must keep the Council fully informed of subsequent action and developments concerning the claim.
12. Hirers who are not corporations, associations, sporting clubs, religious organisations and commercial enterprises who use Facilities no more than 10 occasions in any 12 month period may be covered under Council's policy of public liability insurance subject to payment of 783.00 for each occasion of hire.
13. The Hirer indemnifies the Council against any claim, demand, action, suit or proceeding that may be made or brought against the Council arising from the Hirer's use of the Facilities, except where the claim demand, action, suit or proceedings relates to the negligent act or omission of the Council.
14. The Hirer must comply with all applicable laws and Australian Standards at all times when using the Facilities, without limiting the foregoing, the Hirer, in using portable soccer goalposts, must comply with Standards Australia guidelines HB 227-2000 (Portable soccer goalposts – Manufacture, use and storage).
15. The Hirer must, as soon as practicable, make good any damage caused (whether by act or omission) to the Facilities. The Council may remedy any breach of this clause, the cost of which shall be a debt due to the Council from the Hirer.
16. The Hirer must not erect any structures upon the Facilities except for temporary safety equipment (e.g. goal post padding)
17. The Hirer must not assign its rights under this agreement without the prior written consent of the Council, which may be withheld at Council's discretion. Any consent given under this clause maybe given conditionally.
18. The Hirer must not cause any nuisance to properties within the neighbourhood of the Facilities.
19. The Hirer must not supply or consume alcohol on the Facilities without the Council's written consent which consent may be withheld at Council's discretion and which may be given conditionally.
20. The Hirer must not drive any vehicle onto the Facilities unless there is provision for vehicles byway of roads and parking areas.
21. Where Facilities are being repaired/maintained by Council, the Hirer must, in its use of the Facilities comply with any lawful direction given by the Council.
22. The Hirer warrants that, prior to each use of the Facilities, the Hirer has either:
 1. assessed that the toilets, waste receptacles and related amenities provided at the Facilities("Amenities") are sufficient to serve the needs of the likely number of spectators that will attend the Hirer's event(s); or, if that is not the case
 2. obtained the Council's consent to the installation of any additional temporary Amenities to address any deficiency and, at its cost, installed the additional amenities in a proper and workman like manner and in accordance with any directions from Council and other industry standards.

23. Where clause 22(b) applies:

1. the Hirer shall, as soon as possible after the relevant use of the Facilities, remove any temporary Amenities installed; and
2. Clauses 5 and 15 of this Agreement shall apply to the installation, use and removal of any temporary Amenities.

24. The Hirer must remove any of its members from the Facilities where, in the opinion of the Council, the member misconducts themselves and Council directs their removal.

25. The Hirer must not charge an entry fee to the Facilities without the prior written consent of the Council, which consent may be withheld at Council's discretion or granted conditionally.

26. The Hirer must not copy any keys made available by the Council to the Hirer for the Facilities. Any such keys must be returned to Council immediately following the completion of this Agreement.

27. A party may terminate this Agreement where the other party fails to pay any money due under this Agreement or commits a material breach of this Agreement. Without limiting the foregoing, a material breach is taken to have occurred where:

1. a party gives the other party notice to remedy a breach within a reasonable time and the other party fails to remedy the breach within that time; or
2. There is a breach of clauses 22 or 23 of this Agreement.

28. The Hirer's address for service of any notices under this Agreement shall be the address specified in the Application. Service shall be taken to have been effected in accordance with section 76 of the *Interpretation Act 1987*.

29. It is the responsibility of the Hirer to ensure the playing fields are suitable for use prior to the planned activity commencing.

The Hirer must cease any activity should the ground conditions become unsuitable for use.

30. Definitions

Application means the "Application for Seasonal Use of Sporting Fields" submitted to the Council by the Hirer

Approved Purpose means the purpose identified in the Permit

Approved Time means the dates and times specified in the Permit

Bond means either:

- cash; or
- an unconditional agreement issued by a bank or other body approved by Council to pay to Council the amount specified in the Permit.

Council means the City of Ryde Council and includes, where the context allows, its employees and authorised agents

Facilities means the facilities identified in the Permit.

Fee means the fee identified in the Permit

Hirer means the Hirer specified in the Application and includes, where the context allows, the Hirer's employees, agents and invitees.

Permit means a letter issued by the Council to the Hirer approving an Application and specifying the terms and conditions of the approval.

General Manager