

Please complete this form if you are conducting a public event on a Council sporting facility that is expecting to attract 500 or more people.

IMPORTANT

Booking Form B must be uploaded and submitted as part of a Major Event Application. Click here to submit your application: https://dubboregion.smartygrants.com.au/Major_Event_Applications

BOOKING FORM B |

SPORTING FACILITY

LOCATION			
Please select all precincts and fields that apply to your booking.	Apex Oval	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4
	Victoria Park	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3
	Lady Cutler Ovals	<input type="checkbox"/> Field 1 <input type="checkbox"/> Field 2	<input type="checkbox"/> Field 3 <input type="checkbox"/> Field 4
	Barden Park	<input type="checkbox"/> Field 1	
Other (please specify)			
TIMING			
Event date/s			
Start time			
Finish time			
Start time		Finish time	
For access to the location, please enter bump in and bump out details below.			
Bump in date		Bump in time	
Bump out date		Bump out time	
SERVICES			
Each of the above precincts offer a variety of amenities and facilities. Please provide preliminary advice regarding what spaces/assistance you require. Council will arrange a meeting to confirm arrangements and support required.			
AMENITIES AND FACILITIES	SERVICES	STRUCTURES	
<input type="checkbox"/> Toilets <input type="checkbox"/> Canteen <input type="checkbox"/> Sports lighting <input type="checkbox"/> Change rooms <input type="checkbox"/> Officials room <input type="checkbox"/> Clubhouse/function room	<input type="checkbox"/> Additional bins <input type="checkbox"/> Additional clean of toilets <input type="checkbox"/> Litter control <input type="checkbox"/> Line marking <input type="checkbox"/> Wicket preparation <input type="checkbox"/> Equipment (nets/pads/posts etc) Other (please specify)	Will you be using pegs that are more than 200mm in length? If so, Council is required to mark underground services (power/water/gas) to avoid risk to persons and property. <input type="checkbox"/> Yes <input type="checkbox"/> No	

BILLING INFORMATION	
Applicant name	
Organisation	
ABN	
Postal address	
Email	
Contact phone	

AGREEMENT TERMS AND CONDITIONS
<input type="checkbox"/> I have read and agree to the terms and conditions applicable to this booking (refer below)

TERMS AND CONDITIONS

1. Booking dates and times are to be strictly adhered to. Council must be notified of any updates, changes or cancellations to event or contact details as soon as possible.
2. User groups area responsible for inspecting all sporting facilities including playing surface and structures such as goal posts, in-ground sprinklers to ensure the safety of the grounds prior to use. Any unsafe playing surfaces or structures should be reported to Council as soon as practicable.
3. In the event of wet weather, Council's Recreation Coordinator (or a representative) will liaise with the event organisers to determine the fitness for use of any ground.
 - a. If grounds are open for use by Council then event organisers are to undertake an inspection of and make a decision on the grounds fitness for use.
4. No unauthorised vehicles are to be driven on any field or non-defined vehicle areas without written approval from Council.
5. No parking of vehicles is permitted on any grass area without written approval from Council.
6. Grounds are to be left in a clean and tidy condition after each use. Failure to comply with this regulation will result in the event organiser being invoiced for the 'actual costs' of litter control.
7. No smoking is permitted within the facility, grandstand or perimeter fence. It is the responsibility of the event organiser to ensure that all spectators attending abide by this regulation.
8. Council ensure the toilets are clean and toilet paper replenished during scheduled cleans. It is the responsibility of event organisers to pre-arrange with Council additional cleans (actual cost invoiced to the event owner) or provide their own additional toilet paper if required, as well as hand wash and paper towel, should they wish to do so.
9. Amenities blocks are to be left in a clean and tidy condition. All taps should be turned off, lights turned off and doors locked.
10. Upon use of a canteen the event organiser must leave the canteen clean and tidy to Council standards ready for the next user group. In the case where the canteen needs to be cleaned by Council's contract cleaner the event organiser will be invoiced 'actual costs' per clean required.
11. No BBQs are to be cooked in designated areas where possible and nor on concrete or asphalt areas without a protective splashback material under the BBQ and against the building. If cleaning of such surfaces is required then 'actual costs' will be invoiced to the event organiser.
12. The use or sale of glass bottles at all grounds is prohibited. It is the responsibility of event organiser to ensure that all spectators attending matches abide by this regulation.
13. Prior to the event, Council requires copies of licensing arrangement under which alcohol is sold.
14. Event organisers are to ensure sporting facilities are locked including amenities, canteens, canteen roller doors, gates etc after each day and that all equipment including microphones, scoreboard controls etc are placed in the appropriate position.
15. Event organisers are to ensure the security system is turned on and off correctly. Failure to do so requires a security call out to check out the alarm fault. The event organiser will be invoiced \$100 per call out.

Faults, Damages and Reporting

1. Any unsafe facilities/grounds should not be used and reported to Council immediately on 6801 4000. Calls are logged using this service, and allocated to staff so the appropriate inspections and work can be carried out to ensure faults are fixed.
2. If an event organiser reports a fault during their event and it turns out to be caused by the event organiser's negligence or misuse, then the user group will be invoiced for the 'actual costs' for fixing the fault. For example a typical problem is the overloading of circuits which requires an electrical contractor call out.
3. The event organiser hiring facilities/grounds is responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.