

APPLICATION TO BOOK A DUBBO REGIONAL COUNCIL SPORTING FACILITY

To book a Dubbo Regional Council Sporting Facility, please read and complete the following application form and submit to council@dubbo.nsw.gov.au.

CONTACT DETAILS				
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:			
Name/s				
Organisation				
Address				
Suburb		State		Postcode
Contact Number				
Email Address				

BOOKING DETAILS			
Event			
Est. Attendance			
Date/s			
Start Time		Finish Time	
<i>Please indicate if additional day/s and times for set up/pack up are required.</i>			

BILLING INFORMATION (MUST BE COMPLETED)				
Name				
Organisation				
ABN				
Contact Number				
Postal Address				
Suburb		State		Postcode
Email Address				

SPORTING FACILITY	
Sporting field	
No. of fields	

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Facility	<input type="checkbox"/> Amenities <input type="checkbox"/> Clubhouse (meeting/function room) <input type="checkbox"/> Canteen	<input type="checkbox"/> Change Rooms <input type="checkbox"/> Officials Room
Required Supporting Documentation	<input type="checkbox"/> Public Liability Insurance Certificate of Currency (minimum \$20 000 000) must accompany this booking application. NB. If the policy expires prior to the event it is the responsibility of the user to provide the valid Certificate of Currency or cancellation of the event will occur. <input type="checkbox"/> Risk Management Plan Template available from Council	
Requirements – additional costs may be incurred for use of	<input type="checkbox"/> Keys (to be picked up from the Council’s Administration Building) and alarm code (if required) <input type="checkbox"/> Sports lighting <input type="checkbox"/> Cleaning amenities <input type="checkbox"/> Cleaning: canteen / function room / change room (Users can opt to carry out cleaning but if not to Council Standard a charge may be incurred) <input type="checkbox"/> Line marking <input type="checkbox"/> Wicket preparation <input type="checkbox"/> Additional bins/rubbish collection <input type="checkbox"/> Equipment (Soccer nets/post pads/corner posts etc.) <input type="checkbox"/> Litter control <input type="checkbox"/> Power <input type="checkbox"/> Traffic Management Plan (Information and application forms available from Council’s Traffic Engineer – allow 60 days for processing applications) <input type="checkbox"/> Other (Barriers, portable grandstands, port a loos, mark out of underground services etc):	

CONDITIONS OF USE

General Conditions

- Council requires user groups to provide Public Liability Insurance Policy by way of a Certificate of Currency (minimum \$20,000,000) at least seven days prior to an event.
- Event organisers are responsible for conducting their own risk assessment of Council’s Sporting Facilities, Parks and Gardens and submit a risk management plan to Council at least seven days prior to the event.
- Signage for Temporary Events must comply with the following in accordance with the relevant legislation*:
 - One banner and one sign with a total combined area of less than 6m² is permitted offsite.
 - Off-site signage must:
 - not be placed in residential areas,
 - not be placed on any public land or assets,
 - not be permanently fixed,
 - not incorporate any illumination, bill posters or bunting,
 - have land owner/occupier consent.
 - All signage must not be displayed earlier than 14 days before the event and must be removed within 2 days after the event.

Failure to comply with the above may result in regulatory action and fines being issued.

*relevant legislation - Protection of the Environment Operations Act 1998 and State Environmental Planning Policy (Exempt and Complying Development Codes) 2008”.

Grounds and Facilities

- 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.
- User groups should take reasonable steps to check that no physical change to the facility/grounds has occurred since the previous use which may have rendered it unplayable. Any such physical change is to be reported to Council as soon as practicable.
- Council requests that if you see turf damage happening from training patterns then you are required to move away from that area and train on a different part of the field. Council is asking that you respect other user groups that use the field for their competition and ensure that the playing surface is in the best possible condition throughout the season.
- User groups are responsible for inspecting all structures such as goal posts, in-ground sprinklers to ensure the safety of the grounds prior to use.

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5. In the event of wet weather, Council's Recreation Coordinator (or a representative) will liaise with representatives of affected user groups to determine the fitness for use of any ground.
6. If grounds are open for use by Council then user groups are to make all pre-practice and pre-game inspections and decisions on the grounds fitness for use.
7. No unauthorised vehicles are to be driven on any field or non-defined vehicle areas without written approval from Council.
8. No parking of vehicles is permitted on any grass area without written approval from Council.
9. All marquees, jumping castles and signage erected must receive written approval from council as the marking of underground services may be required at some parks, gardens and sporting facilities and incurs additional charges.
10. If user groups wish to engage external vendors/services such as food vans it is the responsibility of the user group to ensure the vendor has the appropriate insurances, risk management plans and adheres to the terms and conditions of use for sporting facilities
11. Grounds are to be left in a clean and tidy condition after each use. Failure to comply with this regulation will result in the user group being invoiced for the 'actual costs' of litter control.
12. No smoking is permitted within the facility, grandstand or perimeter fence. It is the responsibility of your user group to ensure that all spectators attending abide by this regulation.
13. Amenities blocks are to be left in a clean and tidy condition. All taps should be turned off, lights turned off and doors locked.
14. Upon use of a canteen the user group 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 user group will be invoiced 'actual costs' per clean required.
15. 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 user group.
16. The use or sale of glass bottles at all grounds is prohibited. It is the responsibility of user groups to ensure that all spectators attending matches abide by this regulation.
17. Prior to the commencement of the season, Council requires copies of licensing arrangement under which alcohol is sold.
18. User groups are to ensure sporting facilities are locked including amenities, canteens, canteen roller doors, gates etc after each training, competition and/or event and that all equipment including microphones, scoreboard controls etc are placed in the appropriate position.
19. User groups 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 usergroup will be invoiced \$100 per call out.

Electrical Requirements

1. It is the responsibility of user groups to have all appliances and electrical cords used on Council grounds tested and tagged in accordance with current Australian standards and regulatory requirements.

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. All faults within a facility must be reported to Council within 72 hours, so the appropriate inspections and work can be carried out to ensure faults are fixed prior to the next event.
3. If a user group reports a fault during their event and it turns out to be caused by the user group 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.
4. The user group hiring facilities/grounds are responsible for all damage caused during their event and will be invoiced the 'actual costs' for any repairs required.

APPLICANT SIGNATURE

I agree to the terms and conditions of use for Council's Sporting Grounds being met and fulfilled.

Name	
Signature	
Date	

PRIVACY NOTE:

Council is bound by the provisions of the Privacy and Personal Information Action 1998, in the collection, storage and utilisation of personal information provided in this form. Accordingly, the personal information will only be utilised for the purposes for which it has been obtained. For further information, please refer to Council's Privacy Management Plan Policy located on Council's website www.dubbo.nsw.gov.au