

Please complete the following application form and return to General Manager, Maitland City Council, PO Box 220, Maitland, NSW 2320, t 4934 9700, f 4933 3209, email: info@maitland.nsw.gov.au. Please tick the following:

**Ground Hire**

**Multi-Function Room Hire**

**CASUAL BOOKING**

**SCHOOL**

**EVENT**

**SUMMER SEASON**

**WINTER SEASON**

**OTHER** \_\_\_\_\_

## APPLICATION INFORMATION

Name of applicant, club, association, school	
Date of Hire	
Bump in & Bump out time	
Type of activity (sport, event details)	
Number of attendees	

## SPORTING CLUB INFORMATION ONLY

Level of competition (if applicable)	<input type="checkbox"/> Local <input type="checkbox"/> State	<input type="checkbox"/> District <input type="checkbox"/> National	<input type="checkbox"/> Regional <input type="checkbox"/> Social
Number of teams	Junior (U18)	Senior (Over 18)	N/A
Number of players		Number of spectators	
Number of registered players	Junior	Senior	N/A
Name of affiliated association			N/A
Previous season registration numbers			

## CLUB PRESIDENT OR SCHOOL PRINCIPAL CONTACT INFORMATION

First name		Surname	
Postal address			
Phone number		Mobile number	
Email			

## CLUB SECRETARY/SPORTS COORDINATOR – SECONDARY CONTACT INFORMATION

First name		Surname	
Postal address			
Phone number		Mobile number	
Email			

## DATES NOT REQUIRED DURING THE SEASON (E.G. PUBLIC AND SCHOOL HOLIDAYS)

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## ADDITIONAL INFORMATION (TICK APPROPRIATE BOXES)

1. Erection of temporary building or shelter (e.g. tent, marquee). If yes, please provide dimensions and proposed site plan as an attachment to application.  YES  NO
2. Sale of consumption of alcohol (copy of liquor license to be attached)  YES  NO
3. Read and understood the terms and conditions of use of sporting facilities and parks.  YES  NO
4. Attach evidence of a current Public Liability Policy for \$20 million, which indemnifies Maitland City Council from and against all claims arising from the user group/organisation's legal liability as a result of its occupancy.  YES  NO

## COMMENTS

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## KEYS TO BE COLLECTED FROM MAITLAND CITY COUNCIL ADMINISTRATION BUILDING, 285 – 287 HIGH STREET, MAITLAND.

I certify that the information in this application and the attached sections of this form are true and complete.

Name: \_\_\_\_\_ Delegation/position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# **GENERAL TERMS & CONDITIONS FOR THE HIRE OF MAITLAND SPORTSGROUND**

## **BOOKINGS**

- Confirmation booking letter will be supplied stating the fees to be paid to Council.
- Major sporting events are to be booked separately, eg Regional, State competitions.
- Pre-season training is to be booked in the same manner as seasonal bookings.

## **SITE INDUCTION**

All hirers are required to complete a site induction with the Council Staff prior to your booking to explain the location of lighting, PA system for ground and multi-function room, firefighting equipment and evacuations procedures.

- In case of emergency call 000
- Safety of the guests is the hirer's responsibility whilst under the hirers care and control. The hirer is to nominate personal for the evacuation roles for the venue during the booking.

## **FIRST AID**

- Supply of First Aid equipment is the responsibility of the hirer. The First Aid room is available for use and will be unlocked with keys provided at the time of hire.

## **CLEANING, GARBAGE BINS & ELECTRICAL APPLIANCES ON SITE**

- It is the responsibility of the user group or hirer to ensure that:
  1. The hirer agrees to leave all areas of the premises hired in a clean and tidy condition after the booking.
  2. All rubbish is removed from all areas accessed during hire. The canteen, change rooms, referees rooms, first aid room, briefing room downstairs, all toilets, multi-function room, and grandstand. Bins to be placed out for collection.
  3. All floors are to be swept. Do not hose the floor in the downstairs area.
  4. All oil to be removed from the chip fryers after the event. Disposal by the groups to comply with EPA restrictions.
  5. The following to be turned off: cool room, all taps and showers, all lights & gas on departure.
  6. Windows, doors, and gates are closed and locked prior to vacating the facility.
  7. The user group/hirer will be responsible for any damage resulting from failure to care for the facility.
  8. Only one electrical appliance is to be used in each power point. Power points are not to be overloaded with double adaptors or power boards. Any modification to hirer's electrical equipment on site is to be carried out by a qualified electrician.
  9. Empty the *Recovery Baths* and wipe clean before leaving at the end of the game.



## **FOOD AND BEVERAGE**

- Glass containers and bottles are not permitted in any area of the sportsground except the glassware use available in the multi-function room only. It is the responsibility of the user groups or hirer to ensure that this rule is enforced. User groups will be charged the cost of removal of glass from the sportsground.
- Hirers will comply with any requirements of the *Food Act 2003* and the *Food Regulation 2010*. For further information please refer to the following website [foodstandards.gov.au](http://foodstandards.gov.au)
- Any loss of perishables will be the sole responsibility of the user group or hirer. Council will not be responsible for the loss of any perishables for any reason.
- All user groups wishing to sell Alcohol will be required to obtain permission from Council with specific dates and times, as well as hold a Function On-Licence. All persons who will be carrying out the sales of Alcohol will be required to have a Responsible Service of Alcohol Certificate.

## **RESTRICTIONS**

- Nails, screws or any other fastenings including adhesive tape must not be driven into or attached in any way to the walls, floors, timberwork, furniture, fittings, appliances or apparatus.
- The use of candles, pyrotechnics (fireworks) or barbeques/spit roasts is to be discussed with Council Officers to obtain consent.
- Prohibited items inside the facility include confetti, paints, illegal substances, hazardous substances & firearms.

## **SMOKING**

- Smoking is prohibited inside the building and within 4m of the doorways.

## **HOURS OF OPERATION AND NOISE**

- Noise shall be kept within acceptable limits during hiring and when departing the sportsground.
- If the police attend due to complaints received regarding the noise level, the hirer should immediately comply with any instructions from the police.
- The hire period must not begin before 7.00am and cease by 10.00pm on weekdays and Saturdays and not before 8am on Sundays and Public Holidays .The hirer, guests and contractors must vacate the premises by 10.30pm. Hirers wishing to extend their hire period past 10.00pm must make special application in writing to the general manager.
- For extended bookings the Department of Environment and Conservation NSW time restrictions noise table states that 'Musical instruments and sound equipment to be turned off from 12.00 midnight to 8.00am Friday, Saturday or any day preceding a public holiday 10.00pm to 8.00am on any other day.'

## **GUESTS AND CONTRACTORS**

- The hirer is responsible for supervision and safety of any children and invitees at the function/event at all times.
- If the hirer engages any contractor, it is the hirer's responsibility to sight the contractor's current public liability insurance to cover works/catering/entertainment/amusement rides or security to be provided at the venue.
- It is the hirer's responsibility to coordinate contractor's access to the venue regarding food preparation and set up prior to the function.



## **GROUND CARE**

- Sprinklers are not to be covered in sand. Problems with the sprinkler system should be reported to customer service on 4934 9700.
- All soil to be placed on ovals is to be supplied by or permission sought from Council.
- Vehicles are not permitted onto the playing surface other than emergency vehicles where required or if Council permission granted.

## **ADVERTISING AND SIGNAGE**

- All signage including advertising and temporary signs need to be authorised by Council's Community and Recreation section in accordance with Council's DCP Guidelines for Outdoor Advertising.

## **SUBLETTING**

- User groups shall not sublet grounds to other groups unless approved by Council.

## **ANIMALS**

- No animals shall be allowed in the facility except animals trained to assist people with disabilities or if Council grants special approval.

## **INSURANCE COVERAGE AND CHILD PROTECTION**

- Casual hirers, (other than Incorporated Bodies, Sporting Clubs, Associations of any kind or Profit making/Commercial Activities) who hire the hall no more than a total of ten (10) days over any twelve (12) month period. Casual hirers are responsible for the first \$1000 (excess) of any such claim.
- All user groups should be incorporated and hold a current Public Liability Insurance policy for a minimum of \$20 million which indemnifies Council from and against all claims arising from the user group/organisation's legal liability as a result of its occupancy. A copy of your current Public Liability premium should be supplied to Council.
- User groups are required to ensure that all players and officials are covered by insurance.
- Any incidents occurring, not caused by a player or occurring naturally are to be reported to Council.
- The user group or hirer accepts full and complete responsibility for any loss of or damage to any personal property (including money, jewellery and credit cards), property on hire or loan or any contents stored in the facility. The user group must obtain their own insurance.
- NSW Child Protection Legislation - Sporting user groups who provide services for children and wish to use or hire Council's facilities must have appropriate Child Protection policies or procedures in place. For further information on the Child Protection Checklist please contact NSW Sport and Recreation on 13 13 02.

## **POLICY AND PROTOCOL**

- Councils adopted Smoke Free Outdoor Area Policy is to be enforced by the user group as per the *Smoke Free Environment Act 2000*.
- Where appropriate, Councils Alcohol Policy Sportsgrounds, Facilities and Reserves 2012 to be enforced by the user group.
- Maintenance Protocol that applies to Sporting Facility/Reserve/Park is to be enforced by the user group.



# TERMS & CONDITIONS FOR THE GROUND HIRE

## SPORTING FACILITY REPAIRS/DAMAGE

- User groups or Hirers must inform Council as soon as possible if any damage is found to any Sporting Facility or Park, equipment, buildings and environments.
- Report any incident to Council property through Customer Service on 4934 9700. Failure to do so will result in the costs to repair such damage being charged to the responsible user group or hirer.

## GROUND INSPECTION

- It is the responsibility of the user group or hirers to inspect the grounds to ensure that they are safe for participants to use prior to any activities taking place. This includes an outer ground inspection.
- If the sporting facility and park is deemed to be in a hazardous or dangerous condition or is in any way unfit for use, the user group shall report the hazard or dangerous condition to Council immediately. The user group or hirer shall not, without the consent of Council, permit the use of the Sporting Facility and Park.

## GROUND CLOSURE

- If there is dispute with regard to ground closures the user group will refer the dispute to Council to determine.
- If a user group/hirer fails to appropriately close a ground due to inclement weather, as per the Wet Weather Ground Closure procedure, for conditions and/or safety reasons and the ground is damaged then the user group/hirer will be charged the cost of rectifying the damage. Failure by the user group/Hirer to pay for the rectification will result in cancellation of the booking and future bookings until the costs are recovered.
- Council may, at any time, withdraw the use of the Sporting Facility or Park if it is deemed to be unplayable due to inclement weather conditions and/or for safety reasons.
- Council reserves the right to cancel an allocation of a Sporting Facility or Park if it is considered that the ground may be unduly damaged by use. In such cases Council will assist the affected user group in finding a suitable alternative venue.

## LINEMARKING

- Council will mark the lines once at the commencement of each season (winter and summer). All additional marking of fields throughout the season to be carried out by the user of the facility.
- All marking of playing fields shall be by surface marking only and will be the responsibility of the user group allocated to the ground. The use of Herbicides for line marking is forbidden. Any user group found to be using herbicides for line marking will be charged the cost of rectifying the damage and fines relating to the breach of the Terms and Conditions as per the current Fees and Charges. Failure by the user group to pay for the rectification may result in cancellation of the booking and future bookings until the costs are recovered.
- Line marking for one off events will be charged as per Council's current fees and charges schedule.

## FLOODLIGHTS

- User groups are responsible for checking that the floodlights at the facility meet the sports being played requirements.
- Regular hires are responsible for the payment of Energy Australia's Energy Bill for floodlight accounts. User groups sharing the use of floodlights will be billed the appropriate usage ratio.
- Sports ground lights are to be turned off by 10.00pm except where development consent conditions state otherwise.



## **GOAL POSTS AND SPORTING EQUIPMENT**

- The installation, removal and maintenance of goal posts used in the conduct of training and competition for all seasonal sports will be the responsibility of Council.

## **INFRASTRUCTURE AND IMPROVEMENTS**

- Any upgrades, replacement or maintenance on Council property that user groups or hirers are seeking to undertake are required to obtain the permission of Council before work is carried out.
- Any work undertaken on Council property requires that appropriate OH&S work method statements and risk assessments are documented and implemented with all documents signed and dated by the person undertaking the work.