

## SPORTSGROUND USAGE APPLICATION

**This form is to be completed and returned to Council a minimum of ten (10) working days prior to your requested booking date. Not adhering to the above time frame may result in your booking being declined.**

### SECTION 1 – DETAILS OF HIRER

Organisation Name: \_\_\_\_\_ ABN: \_\_\_\_\_

Applicants Full Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Postal Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

### SECTION 2 – INSURANCE & DOCUMENTATION

#### Public Liability Insurance Provision

The Club/Organisation shall take out and keep current during the period of the booking, a public liability insurance policy in a form approved by the Council, for a minimum of \$20M, for Council and the Club/Organisation against all actions, costs, claim charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Club/Organisation or both arising out of or in relation to the granting of such occupancy/usage.

Copy of Certificate of Currency is attached: YES ☐ NO ☐

Certificate of Currency already on file: YES ☐ NO ☐

Please Note: If a current copy of your organisation's Certificate of Currency is not received / already on file, your application will automatically be declined.

#### Indemnify/Hold Harmless Clause

The Club/Organisation agrees to indemnify and to keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which maybe brought or made or claimed against the arising out of or in relation to the granting of such occupancy/usage.

### SECTION 3 - CONDITIONS OF HIRE

1. This form and the accompanied documentation must be completed and submitted to Council a minimum of ten (10) working days prior to the requested usage date.
2. No glass is permitted on the grounds.
3. Toilets and change rooms are to be kept clean, tidy and free of litter.
4. No vehicles are to be driven on the grounds at any time.
5. Council is to be notified within two (2) business days if the field was not used.
6. Sporting Clubs/Organisations will be charged for the use of lighting according to the approved booking.
7. Council reserves the right to close any facility to undertake works/maintenance or if the grounds are deemed unsuitable for use e.g. wet weather. The decision to close facilities will be made jointly between a representative of Inverell Shire Council's Parks & Gardens Division and a representative of Inverell Sports Council.
8. A minimum of two (2) weeks notice for line marking must be provided to ensure its completion. Under no circumstances is there to be any line marking undertaken on Council grounds without prior approval from Council.
9. Approval of this application does not provide exclusive use of Council facilities.
10. All non-fixed goal posts or similar structures are to be anchored at all times when accessible by the public, to reduce hazards.
11. All rubbish/litter is to be cleared from grounds and surrounding areas.

**Note:** Failure to comply with any of these conditions may lead to eviction from the grounds and may jeopardise approval of future applications from your Organisation.

I hereby certify that the information supplied in this application is correct to the best of my knowledge. I agree to abide by the Conditions of Hire as above. I also agree to advise Inverell Shire Council should there be any alterations or additions to the information supplied.

**I also acknowledge that any keys that I am supplied throughout the event/season to access the grounds, need to be returned to Council within 48 hours of the event/season completion, otherwise my organisation may incur fees from the locksmith.**

Applicant's Signature: \_\_\_\_\_

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

#### SECTION 4 – DETAILS OF EVENT

Refer to attached maps for assistance in selecting an appropriate venue.

**Sporting Venue:** \_\_\_\_\_

**Event to be Held:** \_\_\_\_\_

**Sport to be Played:** Rugby League ☐ Rugby Union ☐ AFL ☐ Auskick ☐ Little Athletics ☐  
Soccer ☐ Cricket ☐ Netball ☐ Personal Training ☐ School Event ☐  
Other ☐ \_\_\_\_\_

**Facilities/Services Required: Please select the relevant 'yes' or 'no' box for each option. Not selecting an option may delay your booking.**

**Extra Bins:** YES ☐ NO ☐

**Toilet Keys:** YES ☐ NO ☐

**Change Rooms:** YES ☐ NO ☐

**PA System:** YES ☐ NO ☐

**Goal Posts:** YES ☐ NO ☐

**Lighting:** YES ☐ NO ☐

**Canteen Use:** YES ☐ NO ☐ **Canteen Number (Please Circle)**  
(refer to attached maps.) **1 2 3 4**

**Line Marking:** YES ☐ NO ☐ **Line Marking Details:** \_\_\_\_\_

**Denis Hogan Pavilion:** YES ☐ NO ☐ N/A ☐

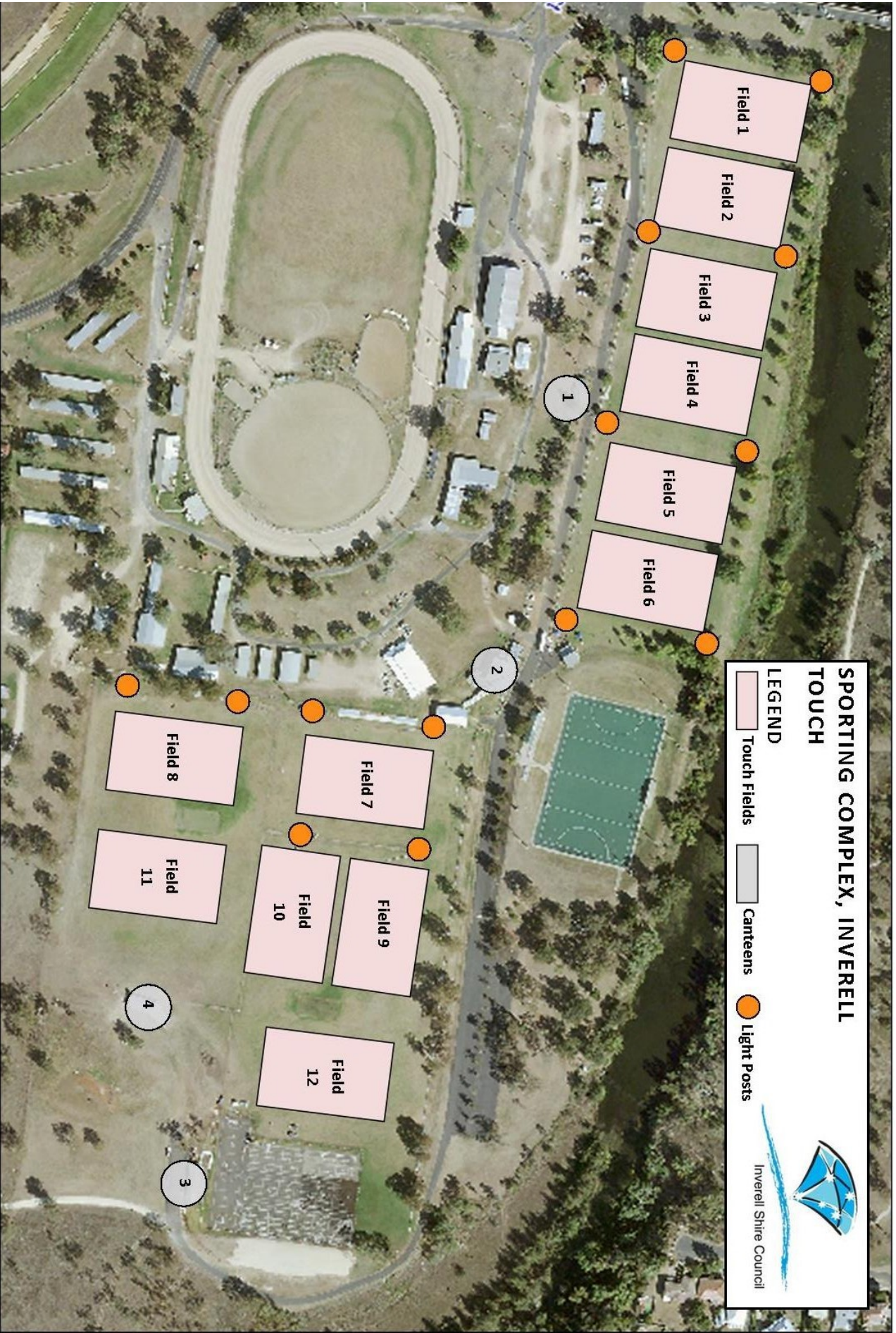
**Sporting Complex Clubhouse:** YES ☐ NO ☐ N/A ☐

**Other:** ☐ \_\_\_\_\_

**Event/Season Start Date:** \_\_\_\_\_ **Event/Season End Date** \_\_\_\_\_

**For Seasonal Bookings, are there any dates where Fields/Courts are not required (e.g. School Holidays)? State below:**

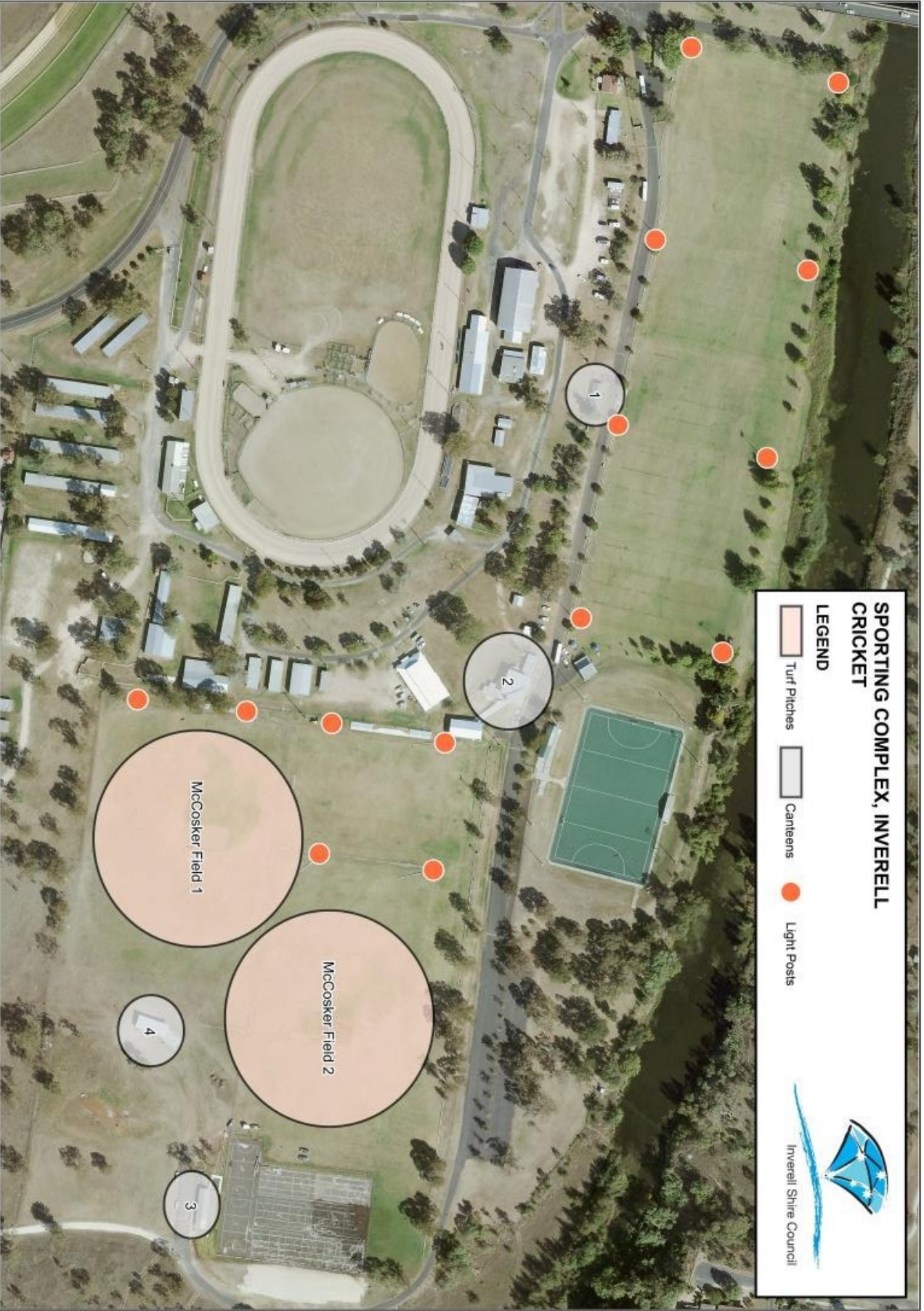
Day	Start Time	Finish Time	Fields/Courts Required – Please refer to the attached maps for assistance with selecting fields/courts for your event.
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			













# BROOKS OVAL, INVERELL CRICKET

## LEGEND

-  Synthetic Pitch
-  Toilet Block
-  Shelter

