

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 ON FILE

Risk Assessment Form is attached (please refer to following Risk Assessment Form): YES NO

Please Note: If a current copy of your organisation's Certificate of Currency documents and the attached Risk Assessment Form are not submitted, 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			



**Inverell Shire Council Safety Management System
Event WHS Risk Assessment Template**

Version v1.0

TRIM Reference: **WHS-**

Implemented 17/07/2023

Amended: xxxxxxxx

Reviewed and Approved: Workforce Services Coordinator

Next Review Date: 17/07/2024

Event Name:		Event Location:	
Assessment completed by:		Event Coordinator:	
Signature:		Reviewed by:	
		Review date:	

Event Activity	Hazards	Risk Rating	Controls	Residual Risk	Person Responsible	Completion Date
<i>Activity or task involved in event</i>	<i>Identify the hazard and describe how it could cause harm</i>	<i>Risk level without controls</i>	<i>Controls required, using the hierarchy of controls</i>	<i>Risk level with controls</i>	<i>Person allocated responsibility for controls</i>	<i>Date controls are completed</i>

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**Inverell Shire Council Safety Management System
Event WHS Risk Assessment Template**



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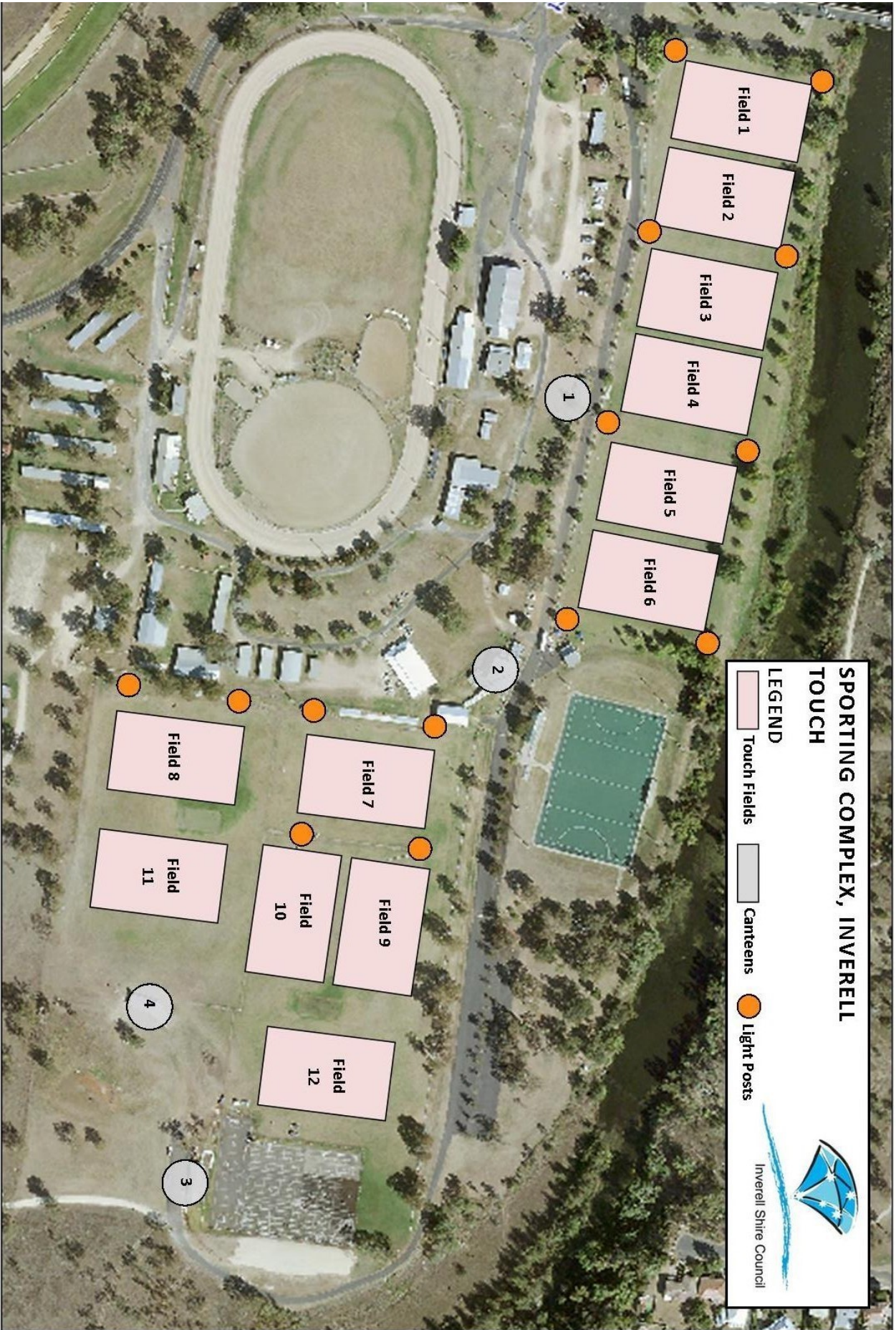
Amended: xxxxxxxx

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		Negligible No injuries or not requiring first aid	Minor First aid needed	Moderate Medical treatment	Major Serious injury	Severe Death or permanent disability
LIKELIHOOD	Certain to occur Expected to occur in most circumstances	Medium	High	High	Extreme	Extreme
	Very Likely Will probably occur in most circumstances	Medium	Medium	High	Extreme	Extreme
	Possible May occur occasionally	Low	Medium	Medium	High	Extreme
	Unlikely Could happen at some time	Low	Low	Medium	Medium	High
	Rare May happen only in exceptional circumstances	Low	Low	Low	Medium	High

Extreme	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk.
High	STOP – Senior Management Approval Required - Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical
Medium	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.
Low	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.



SPORTING COMPLEX, INVERELL

TOUCH

LEGEND

- Touch Fields
- Canteens
- Light Posts



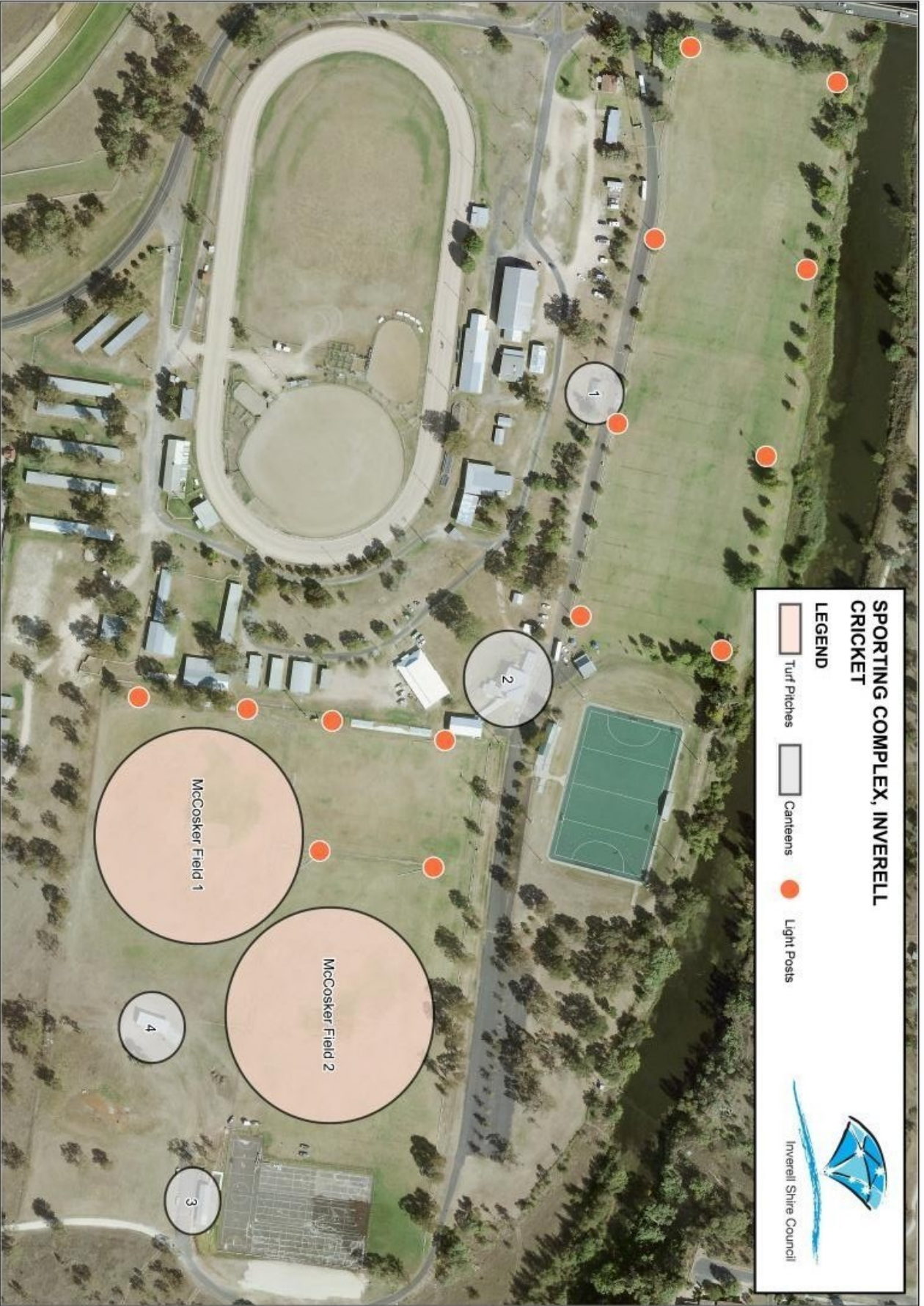
Inverell Shire Council

SPORTING COMPLEX, INVERELL SOCCER



- LEGEND**
- Senior Soccer Fields
 - Junior Soccer Fields
 - Light Posts
 - Canteens





BROOKS OVAL, INVERELL CRICKET

LEGEND



Synthetic Pitch



Toilet Block



Shelter

