



Narrabri Shire Council
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APPLICATION FOR USE OF COUNCIL'S SPORTING FACILITIES

IMPORTANT: The information provided by you on this form will be used by Narrabri Shire Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Privacy Management Policy or in special circumstances, where Commonwealth Legislation requires or where you give permission for third party access.

Application must be submitted one month prior to the date of use

Events that do not form part of the intended use of the facility (For example; Replay for Life, Concerts, Family Fun Days) will be required to submit an Event Application form, available on Council's website.

This application is used for booking sporting events at a sport facility only.

Applicant Details

All correspondence is directed to the applicant

Name

Position

Organisation

Postal Address

Suburb

State and Postcode

Phone Number

Mobile Number

Email Address

Details of Hire

Purpose

Date require from

Date required to

Start Time

Finish Time

* For booking of competition dates a copy of the season draw must accompany this application form. Bookings will not be finalised until the draw has been received.

Details of Hire

Monday Tuesday Wednesday Thursday
 Friday Saturday Sunday

Narrabri

Cooma Oval Collins Park (#1) Leitch Oval (#3)
 Gately Field Hogan Oval (#2) Dangar Park
 Netball/Basketball Courts

Wee Waa

Cook Oval (Main) Cook Oval (Soccer)
 Cook Oval (Athletics) Dangar Park

Boggabri

Jubilee Oval (Main) Jubilee Oval (#2)

Additional Requirements

* 'Reference' relates to the applicable section/sub-section of the Community Facility Standard Conditions of Use Policy.

^ Charges apply- Council's Fees and Charges can be found on the website at: <http://www.narrabri.nsw.gov.au/feesand-charges-1039.html> (refer to current financial year)

Do you propose to use toilets, showers, canteen, dressing sheds, gates etc?

*Reference: 8, 9.a,c,g

Toilets/Showers Canteen Dressing Sheds Gates

Access options

I already have keys and can access the facilities myself
 I do not have keys and require Council to unlock the facilities inside Council's hours of Monday to Friday 7:00am-4:00pm
 I do require keys for use outside Council's hours of Monday to Friday 7:00am – 4:00pm? ^Please complete an Access Authorisation Form

^Do you require the use of flood lights? For Narrabri facilities, please complete Application for SMS Code for Sporting Facility Lighting.

*Reference: 7, 7.e

Yes No

For Boggabri and Wee Waa Facilities

*Reference: 7.f

Time on

Time off

Do you require field line marking? (Council will mark the sport facility once at the beginning of the season. Thereafter it is the responsibility of the applicant to maintain the line marking throughout the season)

*Reference: 6

Yes No

Will alcohol be sold, supplied or consumed? (If yes, please supply a copy of your Permit from Liquor & Gaming NSW and Responsible Service of Alcohol certificates)

Reference: 9

Yes No

SMS Code for Sport Facility Lighting

If access to Sporting Facility Lighting is required, please fill out the below

I (name) being the nominated

representative of

(known as "sporting body") hereby agree to the following:

- I am the nominated representative for the above mentioned sporting body and therefore accept responsibility for the SMS code issued to me.
- I will not provide this SMS code to any other person without the express permission of Council's Manager Parks and Open Spaces.
- Should the SMS code be misplaced, I will immediately inform Council's General Manager in writing.
- I am aware that the sporting body will be charged monthly in regards to usage of the oval lights and hereby agree for payment as soon as possible after received invoice.

Signature

Date

Access Authorisation

Key bond refundable upon return of key via Electronic Funds Transfer

If Access Authorisation is required, please fill out the below.

Please note, a bond of \$95.00 will be required before access key is issued. Once application has been approved, Council's Customer Service team will contact you for payment

Sport Facility

Responsible Holder

- I hereby accept responsibility for the access key to be issued to me as above.
- I will not provide this key to any other person without the express permission of Council's authorising manager.
- Should the access key be misplaced, stolen or damaged, I will immediately inform Council's General Manager in writing.
- By accepting this access key, I acknowledge that its use may be logged and that I will use it in accordance with Council's Access Procedures.

Signature

Date

Office Use Only

Key Number

Date

Receipt Number

Authorising Officer

Checklist and Declaration

In Submitting this application, I acknowledge that:

- I accept full responsibility for repair or replacement of the equipment in the event of damage, theft or loss during my booking
- I understand that any cost for replacement, repairing or cleaning of the facility may be charged to me as a result of improper use
- I agree to return the facility keys at the conclusion of my booking/season booking (if applicable)
- I agree to contact Council to request additional booking dates/time outside those listed in this application
- I understand I am responsible for payment of all costs incurred in relation to this booking
- I agree for the club's contact details to be available on Council's website, Community Information Directory and to local residents.
- Gas bottles are not to be stored in Council's amenities buildings
- No vehicle motorised or otherwise shall be taken onto any playing or grassed surface within the area without authorisation from Council. The only exemption to this provision is emergency services vehicles such as Ambulance, Police and Fire Brigade.

Checklist and Declaration

Any required documents not provided will delay the processing of your application

I have read Council's Community Facility Standard Conditions of Use Policy

I have attached a copy of my club's \$20million Public Liability Insurance Policy

I have completed this application in full detail for my club's training schedule (if applicable)

I have attached a copy of my club's draw for the season (if applicable)

In signing this form, I

acknowledge that I

have completed all required information to the best of my knowledge.

Signature

Date