Instructions for lodging applications

TENTATIVE BOOKINGS CANNOT BE MADE
A MINIMUM OF ONE (1) WEEK IS REQUIRED TO CONFIRM ALL BOOKINGS

Applications will be checked at lodgement to ensure the required information is provided. Incomplete/illegible applications will not be accepted and will be returned to you.

Confirmation of booking will be provided in writing, authorising the use of the venue for the approved purpose. A tax invoice will be issued for payment.

For more information regarding parks and sporting grounds visit Councils website:

https://www.innerwest.nsw.gov.au/explore/parks-sport-and-recreation

For WEDDINGS, PARTIES or PICNICS in Parks or Reserves

Direct any enquiries to Council's online booking system or email address:

https://www.innerwest.nsw.gov.au/explore/parks-sport-and-recreation/parks-and-playgrounds

P: 02 9392 5000 **E:** parkbookings@innerwest.nsw.gov.au

For CASUAL HIRE of Sporting Grounds (listed on page 6)

For SPORTING ACTIVITIES, CORPORATE, CHARITY or SCHOOL EVENTS on sporting grounds direct any enquiries to the Parks Engagement Officers.

P: 02 9392 5000 **E:** parks@innerwest.nsw.gov.au

Note: depending of the type of approvals, it may take up to three months to process.

Hirer details – ALL fields must be completed

Organisation or group name:					
First Name:		Surname:			
Street address:					
Suburb:		State:		Postcode:	
Mobile:					
Email:					

Booking details						
Event/activity name:						
Park/sporting ground:						
Date/s requested:						
Times (including set up and pack up):	From:		AM	To:		PM
	From		AM	To		PM
	From		AM	To		PM
	From		AM	To		PM
Number of attendees:						

Activity Details
Type of Event
☐ Sporting ☐ Other
Full description of activity:

Please check the following requested as applicable to yourapplication (Council will notify you if you have been given permission for requests listed below)		
Will you be using tents/marques/stalls. If yes, please provide the name of the supply company and all details:	☐ Yes	☐ No
Will you be bringing in any catering – food or beverages. If yes, please provide the name of the supply company and all details:	☐ Yes	☐ No

Portable gas BBQ (must have drip tray)	☐ Yes	☐ No
Other equipment brought on site (stage, tables, chairs etc). If yes, please give details:	☐ Yes	☐ No
Signage/exhibits to be bought into the park (entry gantry, paintings, artwork etc). If yes please give details:	☐ Yes	☐ No
Will you be using any entertainment/amusement devices (jumping castles, PA system, animal farms, petting zoos etc). If yes, please provide the name of the supply company and give details:	☐ Yes	☐ No
Is power required? (Most venues require you to bring in a generator) If yes, please provide details:	☐ Yes	☐ No
Are additional bins and waste removal required? (additional fees are associated). If yes, please provide details:	☐ Yes	☐ No
Is there any other information applicable to the booking? If yes, please provide details:	☐ Yes	☐ No

Insurance details

NOTE: Hirers must supply Council with insurance details for external suppliers. These include entertainment/amusement devices such as jumping castles, petting zoos etc.

The following Hirers can NOT be insured through Council and will require their own public liability insurance:

- Incorporated bodies, clubs or associations or corporate Hirers
- Commercial users (Hirers who require grounds for the purpose of a business or profitmaking activity)

Hirers who are NOT covered by Councils insurance must:

- Maintain a Public Liability Insurance Policy for no less than $20 million, endorsed to indemnify Inner West Council or 'Any Local Government Council' against any accident, injury, or damage resulting from or accidents arising from the Hirers use of Council property orfacilities.

Current Public Liability Insurance Certificate of Currency is attached (if applicable)

Name of Insurer:	
Insurance type:	
Amount of cover: **(minimum $20 million)**	
Policy number	
Expiry date	

Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the *Government Information (Public Access) Act 2009 (GIPA Act)* and in accordance with *section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998*. For more information about your privacy please contact Inner West Council on 02 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at PO Box 14, Petersham, NSW 2049.

Declaration

I believe the information provided on this application is correct and true to the best of my knowledge. I have read the Terms and Conditions of Hire contained within this application and agree to abide by them. I also agree to advise Inner West Council should there be any alterations or additions to the information supplied within this application and to pay any cancellation fees applicable in the event of cancellation by the Hirer.

Yes I have read and agree to the Terms and Conditions of Hire

Full Name:		**Date:**	
Applicants signature:			

INNER WEST

Fees and charges – Parks and Reserves

Casual Events (less than 30 people)

Less than 30 people- this form is not required	Council does not take bookings
☐ Less than 30 people with entertainment/amusement devices Maximum four (4) hours - SUBJECT TO COUNCIL APPROVAL	$61.10 per hour (GST inclusive)

Weddings – Ceremony only (up to 120 people) SUBJECT TO COUNCIL APPROVAL

☐ Maximum three (3) hours hire	$409.60 (GST inclusive)

Casual Minor Events (30 to 500 people) SUBJECT TO COUNCIL APPROVAL

Application must be submitted to Council at least four (4) weeks in advance for events over 250 people.

☐ 0 to 4 hours	$ 61.10 per hour (GST inclusive)
☐ Per day (events over 250 people only)	$ 61.10 per hour (GST inclusive)
☐ ☐ Refundable key bond – payable at the time of pick up and refundable when keys are returned	$150.00 (GST not applicable)
☐ Refundable damage bond – payable before the event (Major event bond may apply for increased infrastructure)	$500 or $5000 (GST not applicable)

Casual Major Events (over 500 people) SUBJECT TO COUNCIL APPROVAL

Application must be submitted to Council at least four (4) weeks in advance.
If a Section 68 Application or Development Application is required, the application must be submitted to Council at least 6 months in advance.

☐ Per day	$3,105.40 (GST inclusive)
☐ Refundable key bond – payable at the time of pick up and refundable when keys are returned	$150.00 (GST not applicable)
☐ Refundable damage bond – payable before the event (applies to all major events)	$5,000.00 (GST not applicable)

Additional event charges (all events)

☐ Access to power per day– not available at all parks. No power supplied for inflatable equipment	$158.20 (GST inclusive)
All additional waste requirements please contact waste services via 02 9392 5000	
Total Fees and charges	**$**

Fees and charges – Sporting Grounds	
Turf cricket wicket grounds (PER DAY)	
Casual hire	$1,099.80 (GST inclusive)
Commercial/Corporate hire	$2,443.80 (GST inclusive)
Turf Cricket wickets – refundable bond (optional)	$5,000.00

Synthetic Turf Fields – Arlington & Tempe Reserve	
Casual hire	$179.80 per hour (GST inclusive)
Commercial hire	$242.10 per hour (GST inclusive)

Turf Fields	
Commercial/Casual hire (no lights)	$54.00 per hour (GST inclusive)
Commercial/Casual hire (with lights)	$67.40 per hour (GST inclusive)
Henson Park Casual hire (training)	$395.10 per hour (GST inclusive)
Henson Park Casual hire (games)	$470.80 per hour (GST inclusive)

Netball/Basketball Courts	
Casual hire per court (no lights)	$15.00 per hour (GST inclusive)
Casual hire per court (with lights)	$18.80 per hour (GST inclusive)
Corporate hire per court	$36.80 per hour (GST inclusive)

Skate Park	
Skate Park	$91.80 per hour (GST inclusive)

Total Fees and charges	**$**

Terms and Conditions of Hire

Ground closures

Council reserves the right to cancel a booking when a sporting ground, park or reserve is deemed unsuitable for use due to inclement weather, unsafe conditions or when continued activity will result in damage to the ground. Grounds may be closed at short notice. Hirers will not be charged for the hire when a ground is closed by Council. Hirers will receive a full refund, when the refund is requested by the Hirer within 30 days of the ground closure. Information on ground closures is updated, where required, at 9:00am and 3:00pm and can be found:
Phone - 02 9367 9190
Website - www.innerwest.nsw.gov.au.com/explore/parks-sport-and-recreation
Twitter - @IWCsportgrounds
There are also OPEN and CLOSED signs on most sporting grounds that reflect the current status
The Hirer will be responsible for any members of their group who disobey Council's instruction and use the ground on a day of the booking when the ground is closed. The Hirer will be responsible for all cost of repairs to damage caused by such use. Continued disobeying of ground closures may result in the Hirers booking of that ground being terminated.

Permitted use

The Hirer shall only use the parks during their allocated times. The following permitted use guidelines apply to park and reserve bookings:

- Parks and reserves can be booked for non-sporting activities from 8:00am to 6:00pm and 8:00am to 8:00pm during daylight savings hours (unless given special permission)
- Council does not take park or reserve bookings for New Year's Eve
- Council only permits wedding ceremonies in parks and reserves (not wedding receptions)
- Sporting Ground booking times are to be discussed with the appropriate Parks Engagement Officer
- Should you experience any problems during your booking time, contact Council immediately. Council's Rangers can be contacted on 02 9392 5000
- Where a sporting ground is allocated for one activity, the Hirer shall not substitute another activity without the consent of Council.
- The Hirer shall not sub-let a ground to another group without the prior approval of Council.

It is suggested that all Hirers conduct a site inspection prior to booking the sporting ground, park or reserve.

Exclusive use

The Hirer does not have exclusive use of a park or reserve (only sporting grounds have exclusive use). The Hirer has the right to use a particular section of the park or reserve however the reasonable needs of park users, including access through the park, are to be respected.

Fees and charges

The Hirer agrees to pay the fees and charges for the use of the Councils sporting grounds, parks and reserves in accordance with the Schedule of Councils Fees and Charges current at the time of the booking. A Hirer may apply to have the fees and charges waived (three months' notice must be given for this). Where a booking is made for activities or functions which in the Council's opinion are not covered by Council's current Schedule of Fees and Charges, Council reserves the right to impose special conditions including the payment of a security bond and to fix a charge considered by Council to be reasonable.

Cancellations/no-shows

When the Hirer provides more than seven (7) days' notice of the cancellation to Council the Hirer will receive a refund, less a cancellation fee of $50.00. When the Hirer provides less than seven (7) days' notice to Council the Hirer will receive no refund. Council does not reschedule or refund bookings if the weather is inclement on the day of the booking.

Payment liability

If any park is intended to be used by an unincorporated club or association, the Hirer remains personally liable for the full amount due notwithstanding that the Hirer ceases to have an membership of or connection with such unincorporated club or association.

Bonds

The Hirer may be required to pay the following bonds:

Key bond – for each key required to open Council facilities (such as, toilets, canteens and change rooms) Council will inform you if any keys are required.

Additionally security bonds may be required by Council in regards to the nature of the activities being undertaken on the grounds.

Keys: When keys are required for a booking, the keys will be provided by Council to the Hirer (bond required). Should Councils key/s go missing in the possession of the Hirer; the bond will be retained by Council.

The following procedures shall be followed by the Hirer with regards to key/s:

- The Hirer shall not loan the key/s to any other user, organisation, school, group or individual
- The Hirer shall secure all locks when not in use
- The Hirer shall not cut any copies of the key/s for any reason
- The Hirer shall return the key/s to Council at the date and time agreed to on their Key Pick-up Form, and
- The Hirer shall not exchange any internal or external locks

Confirmation of bookings

The hire is not confirmed until the hire fee has been paid and a confirmation letter has been sent by Council to the Hirer. The confirmation must be kept with the hirer and made available for inspection upon request.

Parking and access

No vehicle may be driven on any grounds except where provision is made for vehicles by way of roads, sealed or unsealed and parking areas. When using Council parks, vehicles must be parked in the designated parking areas, unless given special permission by Council. Vehicles parked illegally may receive an infringement notice.

Cleanliness/waste management

All facilities are to be left in a clean and tidy condition after each use. The Hirer will be charged for any cleaning or maintenance which arises as a result of their booking.

Environment

No signage or decorations are permitted to be attached to any part of the environment – including trees, amenities blocks and existing Council signage.

Barbeques

Only portable gas barbeques with drip trays are permitted to be used

Goal Posts

The Hirer shall not at any time remove or move goal posts or temporary barriers that have been erected by Council. Council does not provide or maintain goal post nets. Goal post nets are the responsibility of the Hirer. Goal posts are not guaranteed to be erected until the start of the sporting season. If you require posts for pre-season activities you should inquire at the time of booking.

Portable/moveable equipment

In all cases where the Hirer uses portable or moveable sporting equipment, such as portable soccer goal posts, the Hirer shall ensure that this equipment is appropriately fixed to the ground in accordance with government regulations and manufacturers' specifications.

Line marking

Council is responsible for all field line marking. If any alteration to the original field set up is required, the Hirer shall notify Council in writing, with at least two (2) weeks' notice. There may be an additional charge for this service. Line markings are not guaranteed to be in place until the start of the sporting season. If you require markings for pre-season activities you should inquire at the time of booking.

Conduct of people using the grounds

The Hirer shall be responsible for the satisfactory conduct of all persons using the grounds and facilities during their allocated time. This includes visitors, visiting teams and spectators.
The Hirer shall ensure that the quiet enjoyment of property owners adjoining sporting grounds is not disturbed by excessive noise, offensive language, bad behaviour or any other activity likely to cause disturbance. The Hirer shall ensure that all damage to Council property, either deliberate or accidental, is reported to Council as soon as possible, outlining full details of the incident. A Hirer that is found to have caused damage to a ground either through misuse or allowing misuse of the grounds or equipment will have a penalty imposed, at the discretion of Council. The penalty may be monetary, loss of a bond or loss of ground allocations.

Sound

No loudspeaker, amplified live music or entertainment is permitted without permission. The noise generated must at all times comply with the requirements of the Environment Protection Authority (EPA). A DA may be required if the Hirer:

- Engages in a trade or business
- Direct or procure a theatrical, musical or other entertainment for the public
- Construct temporary enclosure for the purpose of entertainment
- Play a musical instrument or sing for fee or reward
- Deliver a public address or hold a religious service or public meeting

Amusement/entertainment devices and chairs

Council does not permit the erection of tents or marquees without prior approval. Where approval is granted, pegging IS NOT permitted, all structures must be weighted down. Approval may be subject to a prior site visit by Council. Where permission is granted to have a jumping castle, the Hirer must provide to Council a copy of the amusement device supplier's $20 million Public Liability Certificate of Currency. Chairs are permitted to be brought into the grounds for events but the cost of rectifying any damage caused by the Hirer shall be charged to the Hirer by Council. All amusement/entertainment devices are subject to Council approval.

Power

Power is available at a number of venues. Usage of power points for casual hire will require Council approval. Three phase power is also available at some sites (additional charges may apply).

Portable toilets

Council does not provide portable toilets but Council may grant permission to allow the temporary use of those supplied by a private contractor. If approved, the Hirer shall ensure that the toilets are kept in a clean and tidy condition and are removed immediately on completion of the event. A copy of the private contractor's Public Liability Certificate of Currency must be received by Council prior to the event.

Canteen/pavilion usage

Some grounds have pavilion and/or canteen facilities. Casual users may also enquire about the possibility of casual rental of these facilities. The following policies regarding this use apply:

- The Hirer should report any broken or damaged equipment, fittings or furniture as soon as possible
- The Hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or extra cleaning, which may become necessary as a consequence of the booking
- Council reserves the right to request the removal of equipment/goods that may be a fire hazard
- No items shall be placed in front of or obstruct access to fire exits
- No naked flames of any kind, including candles, are to be used at the facility
- The Hirer shall not affix nails, decorations, bunting or draping which in any way defaces the building premises

Food safety

The Hirer must ensure that all regulations and polices regarding food safety and service are followed. Fundraising events for community and charitable causes (not for personal financial gain) are exempt from notification to the NSW Food Authority and Council and the requirement of Food Handling Skills and Knowledge. However ALL food businesses and food handlers are required to comply with the remaining provisions of the Food Standards Code.

Charging entry fees
Council must approve the charging on any park/activity entry fee.

Alcohol
Small amounts of alcohol are permitted to be consumed. The consumption of large volumes of alcohol, such as kegs and cartons is not permitted in Councils parks. Glass drinking receptacles are not permitted in any of Councils open spaces.
If the Hirer proposes to sell alcohol, an "On-licence (functions), liquor licence, or other appropriate liquor licence" must be obtained from the Liquor Administration Board and submitted to the licensing police at least 14 days prior to the date of the function. A copy of this liquor licence is to be provided to Council a minimum of seven (7) days prior to the event.
Secondary supply: If your event sells or gives alcohol to a person under 18 years you will be fined. $550 on the spot, as per Liquor Act 1982 – Sect 114(4)

Fireworks
A Pyrotechnicians licence or single use fireworks licence is issued by WorkCover NSW by way of legislation known as the Explosives Regulation 2005. The regulation requires that as a condition of each licence issued, that the licensee must notify WorkCover and Council of an intention to use any fireworks, signal or device device at least seven (7) working days prior to use.
While Council must be given notice, Council has no power to approve the use of fireworks. However Council may object to or impose conditions on their use. After receiving notification of the intended use of fireworks, Council may decide to object to the use of the fireworks, and inform the Pyrotechnician and WorkCover of this decision. The fireworks display must not proceed unless the licensee has been able to resolve any objections by Council.
As certain parts of the Council area are bounded by maritime property, if any fireworks events are proposed to be held on maritime property then the NSW Waterways Authority must also be contacted and notified of the proposed display, with any approvals to also be obtained, if required.
For further information, please contact WorkCover at www.workcover.nsw.gov.au

First aid
It is the responsibility of the Hirer to provide their own first aid facilities, equipment and first aid officer.

Cooperation with Council staff
Any authorised employee/contractor of the Council shall have the right to direct the attention of the Hirer to any breach of these terms and conditions and require compliance therewith.

Breach/alteration of conditions
If the Hirer fails to observe and ensure the observance of any of these conditions or fails to remove any person who has committed any breach of these conditions from the grounds, the agreement may be terminated forthwith by the Council without any liability being incurred by Council and any monies held by the Council shall be forfeited to it, and any outstanding monies paid within 28 days of an invoice being received. Council reserves the right to alter the Terms and Conditions of Use of at any time, provided prior notice is given in writing to the Hirer. In the event of any dispute or difference arising as to the interpretation of these conditions, or as to any matters of thing herein contained, or as to the meaning of any of these terms and conditions, the decision of the Chief Executive Officer of this Council thereon shall be final and conclusive. The above terms and conditions apply provided there are no other leases or other agreements in place. Any Hirer may apply to Council to have special conditions inserted into their hire arrangements to deal with conditions specific to their booking.

Indemnity
The Hirer indemnifies the Council, its officers, servants and agents from and against all damage, costs, charges, expenses, actions, claims and demands which may be sustained, suffered, recovered or made by any person for any loss or injury such person may sustain when using or entering or near any portion of the subject grounds (whether such injury be to the person or to property), where such injury arises or has arisen as a result of the negligence of or as a result of the creation of some dangerous thing or state of affairs by the Hirer or by any member agent or employee of any unincorporated club or association or by the Hirers failure to observe the Hirers obligations. The Hirers liability shall be reduced by the portion that any act of Council, its officers, servants or agents may have contributed to the injury or loss.