



# Application for Sporting Fields

Applicants must be over the age of 18

184-194 Bourke Street, Goulburn NSW 2580

✉ [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)

☎ (02) 4823 4444

I hereby make application to hire the following venue

- Carr Confoy
- North Park
- Goodhew Park
- East Grove South
- Hudson Park
- Prell Oval
- Seiffert Oval
- Other: \_\_\_\_\_

## Applicant Details

Organisation: \_\_\_\_\_ Not For Profit:      Y                      N

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

## Event Details

Event name or activity: \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Date(s): \_\_\_\_\_

Commencing Time: \_\_\_\_\_ Concluding Time: \_\_\_\_\_

**Set Up Dates & Times (if required, please note that this may attract additional charges):** \_\_\_\_\_

**Clean Up Dates & Times (if required, please note that this may attract additional charges):** \_\_\_\_\_

Approximate Numbers of Attendees: \_\_\_\_\_



## Requirements

Toilets Opened:                      Yes                      No                      Time Required: \_\_\_\_\_

Power:                                      Yes                      No                      Location: \_\_\_\_\_

*Please note, power is not available at all facilities.*

Access to Canteen:                      Yes                      No                      (Hudson Park only)

Amenity Cleaning:                      Yes                      No                      If yes, please complete Attachment A.

Bins:                                        Yes                      No                      If yes, please complete Attachment B.

Road Closure:                            Yes                      No                      If yes, please provide details:

Do you have any other requirements, not mentioned above? \_\_\_\_\_

## Attachment A

### Amenity Cleaning Services by Council for an Event

<b>Event Name:</b>	
<b>Date/s of Event:</b>	
<b>Location of toilets to be used during event: (tick those required)</b>	Carr Confoy <span style="float: right;">Yes/No</span>
	North Park <span style="float: right;">Yes/No</span>
	East Grove South <span style="float: right;">Yes/No</span>
	Goodhew Park <span style="float: right;">Yes/No</span>
	Husdon Park <span style="float: right;">Yes/No</span>
	Prell Oval <span style="float: right;">Yes/No</span>
	Seiffert Oval <span style="float: right;">Yes/No</span>
<b>Date and times for toilet cleaning</b>	<p>The toilets selected are to be cleaned on (please circle required days)  <span style="margin-left: 40px;">MON – TUES – WED – THUR – FRI – SAT - SUN</span></p> <p>At (approximate times required)  <span style="margin-left: 20px;">_____ am/pm</span>                      and                      <span style="margin-left: 20px;">_____ am/pm</span></p>
<b>To determine your fee:</b>	<p>A. Number of toilet blocks to be cleaned _____</p> <p>B. Number of times each block to be cleaned _____</p> <p>c. Cost per clean (2020/2021) <span style="float: right;">\$174.00</span></p> <p style="text-align: right;"><u>Total toilet cleaning fee = A x B x C</u> _____</p> <p>For example, the North Park toilets are to be cleaned twice on a Saturday, the fee would be 1 x 2 x \$174.00 = \$348.00. All events will be charged for at least one (1) toilet clean at the end of your event.</p>
<p><b>Contracted Cleaning:</b> The event organiser may elect to arrange cleaning of the toilets by event staff, or by other contracted cleaners. Please advise if this is the case.</p> <p>The event organiser will be arranging toilet cleaning: YES/NO</p>	
If YES, please supply details, including contact details:	

All toilets must be left clean at the end of each event. Please note that Council does not guarantee exclusive use of any toilet facilities

## Attachment B

### Waste Services by Council for an Event

Event Name:			
Date/s of Event:			
Delivery & Pick up Location:			
Date bins required:		Date to be collected:	
Dates for empties:	The bins supplied are to be emptied on (please circle required days) <p style="text-align: center;">MON – TUES – WED – THUR – FRI – SAT - SUN</p> At (approximate times required) _____ am/pm  Please be advised that bins must be emptied by 12pm Monday to Friday and weekend empties are available by negotiation only with Waste Services		
To determine your fee: <b>Bins</b>	<b>240L</b>	A. Number of bins required	
		B. Cost per empty	\$19.50
		C. Number of empties	_____
		D. Empty Total = A x B x C	_____
		E. Pickup and delivery fee	\$60.00
		F. Total = D + E	_____
		<b>1100L Bins</b>	G. Number of bins required
		H. Hire Fee	\$12.00
		I. Hire Total = G x H	_____
		J. Empty Fee	\$27.00
		K. Number of empties	_____
		L. Empty Total = G x J x K	_____
		M. Delivery and pickup fee	\$100.00
		N. Total = I + L + M	_____
		Grand Total = F + N	
The event organiser may elect to arrange removal of the rubbish by event staff, or by other contracts. Please advise if this is the case.			

Please note: Bins are to be moved to one location at the conclusion of the event for collection. For Community Events a single pickup & delivery fee applies for up to 10 x 240L or 5 x 1100L bins

## **BOOKING CONDITIONS AND RESPONSIBILITIES FOR HIRE OF FACILITIES**

I, the hirer, as stated over, am responsible for this booking and understand this booking is subject to cancellation if the following conditions of hire are not met:

1. Prompt payment of the hire fee, as fixed by the Council, for use of the venue and for the payment of any other charges arising out of this booking, including the cost of repairing any damage to the premises, fixtures or fittings, waste collection and any post event / booking cleaning. The fee is to be paid to Council's Revenue Officer through Council's Customer Service Department.
2. Payment of the waste collection service provided by Council, as stated in Council's fees and charges schedule, that is a direct result of this booking. Current fee schedule (2020/2021) below:

240L (wheelie) bin	\$19.50 per bin supplied and emptied \$60.00 delivery and retrieval of bins
1100L industrial bin	\$39.00 per bin, supplied and emptied \$100.00 delivery and retrieval of bins

3. Payment of an amenities cleaning fee during booked events, should Council cleaners be required. Current fee (2020/2021) is \$174.00 per facility clean.
4. The venue and all amenities will be left in a clean and tidy condition and all rubbish placed in the receptacles provided.
5. Payment of a cleaning/damage deposit should this be required. The deposit will be determined by Council. The deposit is to be paid to Council's Revenue Officer with payment of the venue hire fee. This deposit is fully refundable when a satisfactory inspection of the premises has been carried out after the event.
6. Providing a copy of the appropriate public liability insurance.
7. If alcohol is to be consumed or available for sale, that the NSW Office of Liquor, Gaming & Racing, Council and the Licensing Officer (Police) have been notified (if applicable) and permission granted. Note that glassware is not permitted in Council parks or sporting fields.
8. If there are food sales at this event, please refer to Council's web site for food handling and notification requirements, or contact Council's Environmental Services for further details.
9. Council's Planning Department may be consulted regarding any other licences, such as approvals for permitted musical performances or development applications for a new event.
10. To ensure the safety of the public, guests and Council staff, a risk assessment or an event risk management document identifying potential hazards and how those hazards will be addressed has been prepared and a copy attached to this application.
11. All leads to electrical appliances or equipment used during the booking must be tagged and tested by a licensed electrician within the past 12 months.
12. Goulburn Mulwaree Council has adopted a Sun Safe Policy, a copy of which is available on request, and is introducing, as a condition of hiring Council sports fields for carnivals, the requirement of provision for adequate temporary shade structures for the number of participants at the event.
13. Keys may be allocated for this venue. No additional keys may be cut by the hirer. Please contact Council during the week prior to your event to arrange collection of keys.
14. The event organiser is responsible for ensuring adequate toilet facilities are supplied for participants.
15. The event organiser is responsible at all times for the good order, conduct and behaviour of participants and spectators.



16.

**Note:** There is no smoking in any Council outdoor open space or sporting fields as per the smoke-free environment act 2000.

**Note:** Motor vehicles are not permitted on grassed areas in parks or reserves, unless prior arrangement is made with Council.

Written confirmation will be mailed once the completed booking application has been lodged with Council. Outstanding booking fees at time of confirmation will be invoiced and mailed with confirmation.

All enquiries regarding completion of this application may be directed to Operations staff on phone: 4823 4444 or email: [council@goulburn.nsw.gov.au](mailto:council@goulburn.nsw.gov.au)

**Signature of hirer:** \_\_\_\_\_

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

**Name & position held:**

\_\_\_\_\_

**Copy of Public Liability insurance attached**

**Copy of event Risk Assessment attached**

**Contact on the day:**

**Name** \_\_\_\_\_ **Mobile no** \_\_\_\_\_

**If required you have notified relevant emergency services & the Visitor Information Centre about your event.**