



Hensley Athletic Track School Carnival Application

Enquiries: 1 300 581 299

www.bayside.nsw.gov.au

Fees & Charges:

Administration Fee	\$140.00
Security Deposit (refundable)	\$1000.00
Carnival (Half Day) 8 am – 12 pm	\$565.00
Carnival (Full Day) 8 am – 3.30 pm	\$790.00

Applicant Details

Contact Name		Club/School Position	
Club/ Association/ School			
Address			
No.	Street	Suburb	Postcode
Mailing Address (if different from above)			
Telephone		Mobile	
Email:			
Alternate Contact Person Contact Name		Club/School Position	
Telephone		Mobile	
Email:			

Field use

Date/s Required	Start Time	Finish Time

Number of people (participants and spectators):

Number of Officials:

Privacy Statement:

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

Eastgardens Customer Service Centre

152 Bunnerong Road

Eastgardens NSW 2036, Australia
ABN 80 690 785 443 Branch
004
DX 4108 Maroubra Junction

Rockdale Customer Service Centre

444-446 Princes Highway

Rockdale NSW 2216, Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

T 1300 581 299

F 02 9562 1777

E

council@bayside.nsw.gov.au

W www.bayside.nsw.gov.au

**Postal address: PO Box
21**

Rockdale NSW 2216



Questionnaire

Do you require the PA System?	Yes	No	If yes please indicate time to
Do you require the canteen to be open?	Yes	No	
Do you require access to electricity?	Yes	No	If yes please indicate the Type and location
Will you be erecting any temporary structure (such as tents or marquees)? Please note no structures are to be erected on the match field or track.	Yes	No	If yes please indicate: Type: Size: Quantity: Location: Details:
Will you be using portable goal posts?	Yes	No	If yes do they adhere to Australian Standard AS4866. 1.2007 Yes <input type="checkbox"/> No <input type="checkbox"/>

Public Liability Insurance

Insured name		Insurance Company	
Policy Number:		Coverage Value	
Commencement Date:		Expiry Date:	

Bayside Council listed as an "Interested Party"	Yes	No
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Please Note

- Public liability Insurance for \$10 million is required for all sporting field bookings. You must attach a copy of the Certificate of Currency to this booking form.
- Floodlighting is payable for all hires after 5.00 pm from 3 April to 3 October and after 7.00 pm from 4 October to 2 April.
- Portable goal posts greater than 28 kgs must comply with Australian Standards. For details on the standards you can visit <http://www.productsafety.gov.au>
- The personal information required on this form may be available for public access under various legislation.
- Due to the complexity of seasonal allocations the permit allocation process will take a few weeks after the application deadline to process.
- A seasonal user is the hirer of the facility for playing or training weekly for a minimum of 20 bookings.

7. All sections of this form **MUST** be completed in order for Permit to be processed.

Hensley Park Conditions of Use

Please ensure that you have read and understand these conditions prior to signing this agreement. If you have any questions or concerns, please do not hesitate to contact Council's Recreation Booking Officer on 1300 581 299. It is the responsibility of the hirer to inspect the facility to ensure it meets the requirements prior to booking.

Authorised person is the person from within the body of people or the organisation seeking to hire the field who is responsible for the booking and any consequences which arise. The authorised person, or their delegate should be present at the field on the day of the event. The authorised person is the signatory of the forms. The authorised person should be present at the field on the day of the event.

1. The Facility is available for hire during the following periods: weekdays and weekends 8am to 10pm
Hirers are to vacate the facility within 20 minutes after the conclusion of the booked period. All day hire is 8am until 5pm or part thereof, long day hire is 8am until 10pm or part thereof.
2. Application for the use of Hensley Athletic Field will be considered by Council only upon receipt of a completed application form. Any additional bookings must be submitted to Council on a separate application. Previous use of the facility is no guarantee that subsequent applications will be approved.
3. The facility is in a residential area; every effort must be made not to inconvenience residents. Inconveniences include excessive noise and bright lights late of an evening. Any activities that cause inconvenience to the surrounding residents after 10pm are strictly prohibited. The PA console has a limiter installed to control noise around the site and interference with this equipment and the public address system to adjust the volume controls upwards is strictly prohibited. The use of air horns, trumpets, drums, and similar musical instruments is strictly prohibited.
4. The hire charges in respect to the use of the ground will be calculated from the fees set out in Council's adopted fees and charges which are current at the time of the proposed use. Council fees are normally reviewed annually to apply from 1 July. The ground hire charge will need to be paid in advance of the proposed date of hire, to secure the booking. Deposits for seasonal use are subject to replacement if the deposit paid on application is forfeited during the period of hire.
5. Admission fees for the spectator may be applied by the hirer, however the application will be subject to a higher hire fee.
6. Cancellations of less than one month prior to the date of the event/use incur a penalty of 50% of the hire fee. Cancellation of less than 7 days incurs a penalty of 100% of the hire. Council reserves the right to suspend approval of the booking of Hensley Athletic Field. This will be done by a written notice to the hirer and can be done for any of the following reasons:
 - In the event of urgent remedial works to the facility
 - In the opinion of Council officers that the ground is unsafe or unfit for use or there are fees owing or
 - At Council's discretion
7. Request for a refund or credit must be made in writing to the General Manager, marked to the attention of Council.
8. The hirer shall be responsible for any accident, loss, damage or injury sustained by any person using the facility or part thereof during the time the facility is allocated to the user, notwithstanding that such injury arose from or by reason of any defect with the facilities and the hirer agrees to indemnify the Council against all claims and demands made or costs or expenses incurred in connection with such actions. An Incident Report form must be submitted to Council with 48 hours of a reportable incident occurring. The hirer's authorised person must inspect the facility immediately before use to ensure that it is adequate for their use.
9. Public Liability Insurance with a limit of liability of no less than \$20 million is required by all hirers. The hirer shall provide a copy of the certificate of currency to the Council upon written confirmation of their booking. Worker Compensation insurance is required by all hirers who employ personnel in connection with the use of the facility under the terms of this agreement.
10. The applicant accepts full liability for violation or infringement of any copyright material (such as music) used during the period of hire. The applicant indemnifies the Council and frees it of any obligation in this matter in respect of the Commonwealth Copyright Act and/or any other relevant acts or legislation.
11. The applicant shall not re-assign or sublet the facility or any portion of the facility to any other organisation or individual without the prior written consent of the Council.
12. The Council will not be liable for any loss or damage sustained by the hirer or any person or persons, organisation or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen and the hirer agrees to indemnify the Council against any claim by any such person or persons, organisation or corporation in respect to such article or thing.
13. All people providing coaching at the field must either be an accredited coach or working under the direct supervision of an accredited coach. Coaching accreditation must be recognised by the relevant Australian Authority (for example the Australian Coaching Council's National Coaching Accreditation Scheme). Council reserves the right to inspect the accreditation of any coach. Qualified school teachers are exempt from complying with the Australian Coaching

Council's National Coaching Accreditation Scheme requirement. All coaches must be identified on the application form, supply a copy of the accreditation and be identifiable on site. Private coaching sessions are prohibited at the field.

14. All competitors should comply with the relevant conditions for their particular sport, as detailed within the conditions of use of Hensley Athletic Field. The only persons permitted on the athletics track and the match field are to be competitors and officials. No spectators are allowed in these areas. Only participants in soccer games are allowed to enter onto the match field all other persons are prohibited. d. Javelin and hammer throw training and competition events are strictly prohibited from occurring at the facility. Participants in shot put or discus training and/or events must not enter onto the match field. Competitors and spectators should remain under the control of coaches, teachers and officials at all times.
15. The Authorised Person is to ensure that all users of the facility are aware of the conditions of use for Hensley Athletic Field and behave accordingly. The Authorised Person shall be responsible for the satisfactory conduct of all persons within the facility during the period of the hire. All athletes, officials and spectators should respect the well-being and possessions of other people at the field and the property of the Council. Failure to comply with this clause may result in the organisation or body being denied future access to the facility.
16. All instructions issued by the Council or a Council officer are to be adhered to at all times. All instructions on council signage posted around the facility should be adhered to at all times. All athletes, officials and spectators are required to follow instructions from any Authorised Person from the organisation or body hiring the facility. Failure to follow instructions from an Authorised Person or Council officer may result in the organisation or body denied future access to the facility.
17. In the event of any dispute between the Hirer and Council's officer as to the meaning of the conditions within this document, the decision of Council shall be final.
18. Any damage to the facility being used must be detailed in writing and reported immediately to Council. The applicant accepts responsibility for, and will pay to the Council on demand, the cost of repair of any damage or breakage of any part of the facility, buildings, fittings or other property of the Council during the period of hire. If the field or track is left in a damaged state or condition, to the determination of a Council officer, repair and restoration charges will apply, and an administration fee, as set out in Council's adopted fees.
19. The maintaining of a clean and tidy facility at all times is the responsibility of the Authorised Person. If the facility is left in an untidy state or condition, to the determination of a Council officer, cleaning charges and an administration fee will apply as set out in Council's adopted fees and charges.
20. The Authorised Person, representing a hirer or user of the facility is responsible for ensuring that appropriate levels of supervision are provided to athletes, officials and spectators under their control. The level of supervision required will vary depending on the age of the athletes taking part and the sport which is occurring. The following provides a guide of suggested supervision levels:
 - For adults - all adult sporting activities require a representative of the hirer or user organisation to take charge and supervise. The person is responsible for ensuring all activities undertaken within Hensley Athletic Field are done so in accordance with the 'Conditions of Use for Hensley Athletic Field'.
 - For persons under 18 - for activities where young people will participate, a minimum ratio of 1:30 (supervisor/student) is recommended for general training activities. This ratio may vary for carnivals and major events with due consideration to be given for:
 - Age and maturity of participants
 - Special needs of participants
 - Nature of the event

All supervisors of persons under the age of 18 must comply with the NSW Child Protection (Prohibited Employment) Act 1998 and any current legislation pertaining to the protection of children and also the Charter For Physical Activity and Sport For Children and Youth (developed by Westmead Children's Hospital).
21. The safety of all people attending the facility is of utmost importance to the Council. However hirers of the facility also have a duty of care to ensure the safety of all users of the venue under their supervision. The Council will not supply any safety equipment necessary for using the facilities. Athletic and safety equipment must be provided by the hirer, or arrangements can be made through Randwick Botany Little Athletics Centre. The Authorised Person is responsible for ensuring an adequate level of supervision is provided at all times during their presence at the facility. Reference should be made to clause 20
22. All electrical equipment brought into the facility by hirers must be tested and tagged in accordance with the relevant current Australian Standard, for in-service safety inspection and testing of electrical equipment.
23. Throwing events are inherently dangerous activities. The Council has policies governing the undertaking of throwing events which are outlined in the athletics specific conditions within the 'Conditions of Use of Hensley Athletic Field'. These policies must be adhered to.
24. The Hirer must provide adequate First Aid equipment and qualified personnel for participants and spectators at all events held at Hensley Athletic Field. The minimum first aid qualification that is a requirement of hiring the field is the equivalent of a Senior First Aid certificate.
25. During periods of excessive hire (when more than 200 people are expected to attend the facility at any one time) the hirer must provide an adequate number of first aid qualified personnel and they should be identifiable by an appropriate method. A copy of their qualifications should also be forwarded to Council for periods of excessive use. During

periods of use when more than 1000 people are expected to attend the facility at any one time, St John Ambulance staff should be in attendance.

26. All incidents must be reported immediately to the groundsman, ranger or a Council officer and followed up by a completed incident report form, which should be submitted to the Council. The written report should be submitted within 48 hours of the event occurring.
27. Should an ambulance be required to attend the field, the Corish Circle entrance is to be used. The booking approval allows Council's staff to work on and around the facility within their normal duties. Any hirer or persons within the facility are not to interfere with these persons in the execution of their duties. Any hirer or persons within the facility are to comply with any direction of a Council officer.
28. Access and use of the facility is restricted to those areas nominated by the Council as permissible for the general public. Only designated entry areas to the field area may be used. Users of the facility must not jump the fence or use any other means of access to the field other than designated entry points to gain access to the field, nor may the fences be used for warming up or other exercises by the athletes.
29. The spectator grandstand at the facility is able to seat 272 people.
30. Keys will not be available to casual hirers of the field. Keys may only be available to seasonal bookings holders with written consent from the Council. An application must be made in writing to be provided with keys. No hirer is to access the facility outside of authorised booking times.
31. The facility is in close proximity to residential housing and the public address system should be used for essential announcements only and must not be used after 10pm except in an emergency situation.
32. The PA console has a limiter installed to control noise around the site and interference with this equipment and the public address system to adjust the volume controls upwards is strictly prohibited.
33. No vehicles are to enter the facility without prior permission from the Council. Emergency vehicles are exempt. Permission to use a vehicle in the confines of the facility can only be granted by Council. If the hirer wishes to arrange for vehicular access they should make the request on the application form for determination by the Council. Vehicles should not be parked across the driveway entrance to the facility at any time. It is a requirement that vehicular access is made available at all times in the event that emergency services are required to attend the facility.
34. Council retains the sole rights regarding advertisements at the facility with the exception of advertising on clothing worn by the athletes or officials. No banners are to be displayed in or around the facility without prior permission from the Council.
35. The applicant undertakes not to erect any fencing, barricades, marquees or other structures which may damage the facility or endanger public safety. The erection or attachment of signs to any buildings or Council property at the facility is strictly prohibited. No Structures are to be erected on the match field.
36. Hirers are required to disclose the nature of the event and the expected number of people attending. The Council reserves the right to require a hirer to procure professional security personnel for the event. These costs will be borne by the hirer.
37. In the event of an emergency situation phone the Council rangers on 02 9366 3562.
38. Animals are not permitted within the facility. Certified assistance animals are permitted.
39. Users are not permitted to bring food or drinks for sale and or offer food and or drinks free of charge other than water without the prior approval of Council.
40. The kiosk is a licensed premise as such alcohol, in any form, is not permitted to be brought into the facility.
41. Flood lights are required and payable for all bookings after 5pm April to October and after 7pm November to March.
42. The riding of pushbikes, scooters, skateboards, roller- blades or the like, is prohibited.
43. Filming or photography for commercial purposes is prohibited except with written consent from Council.
44. Leaving litter and/or other waste material in places other than in the facility rubbish bins /recycling bins is prohibited.
45. Glass containers are prohibited within the facility.
46. The use of insulting, threatening or indecent language is prohibited. Offensive and indecent behaviour is prohibited. g. Damaging of flora and fauna is prohibited. Damaging of building, structures, equipment and running track is prohibited.
47. Directions given by Council officers, Emergency Services personnel, or any other 'Authorised Person' must be obeyed.
48. No food or drink is to be brought upon the match field and running track other than water.
49. Glassware is not permitted on the match field, the running track or the grassed areas of the field.
50. If the applicant fails to enforce any of these conditions, or fails to remove from the facility any person who has committed any breach of these conditions, or any legal requirements applicable to such areas, the use of the facility shall be terminated forthwith without any liability being incurred by the Council. Any charges or deposits held by the Council shall be forfeited. Council reserves the right to refuse any future applications for the hire of the facility.
51. The facility is only hired on the acceptance of the conditions detailed herein.

Please Note: An agreement form is to be signed by a director, a person elected on the board or committee within the organisation or body of people, or an authorised officer. Only those persons who have authority to be responsible for acceptance of (and any subsequent breach of) the above conditions may sign this agreement. The authorised person should be present at the facility on the day of the event. A signed agreement together with the receipt of payment to the Council by any person for the hire will be deemed as acceptance of those conditions.

52. Schools must have an adequate number of teachers must be available to supervise school children throughout the duration of the booking.
53. School children are to assemble in the grandstand area (or other area directed by Council officers), prior to the commencement of the carnival.
54. Children are not permitted to enter the main field area until it is necessary for them to compete in a sporting event.
55. Children are not permitted to enter the match field where soccer is played under any circumstances.
56. Access to and use of the synthetic surface of the match field is limited to the extent that:
Persons must wear correct footwear i.e. flat solid shoes without spikes. Any form of under sole that would penetrate the underlay of the synthetic match field surface is not permitted;
57. No food or drink is to be brought upon the match field;
58. Glassware is not permitted on the match field;
59. Smoking is not permitted;
60. All emergency incidents comply with Council’s emergency procedures and followed up by a completed incident report form, which should be submitted to the Council. The written report should be submitted within 48 hours of the event occurring.
61. The use of any items that may penetrate or damage the underlay of the synthetic match field surface is not permitted, this includes:
 - Javelin
 - Shot put
 - Discus
 - Hammer throw
 - Goals
 - Flags
 - Training equipment or aids
 - Ladders
 - Chairs
 - Camera tripods
 - Scrummaging or tackling equipment
 - Pegs
 - Spikes or any sharp objects
 - Prams or strollers are not permitted on the match field.

Declaration

I have been presented with and have read both the Conditions of Use for Hensley Athletic Field as well as the Emergency Procedure for Hensley Athletic and agree to abide by them. I will undertake to appoint the necessary persons to the role of Chief Warden during the period of hire. I also undertake to distribute the Emergency Procedures to the chief Warden and inform other users under my care of the procedures. I accept that all of these conditions must be complied with on all days of the hiring period. I acknowledge that the Permit must be show on request from a Council Officer or Council Ranger. The information supplies on this application is to the best of my knowledge correct and that I will advise Council of any additions or alterations to the information supplied.

Council Recreation and Community Facilities Management Policy and the Recreational, Open Spaces and Sports Ground Conditions of Use of hire attached and agree to abide by them.

Applicant’s Signature _____	Date ____ / ____ / ____
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Emergency Procedures – Hensley Athletic Field

The following information is provided for the hirers of Hensley Athletic Field. Please read the information carefully and sign the declaration on the application form to acknowledge your understanding and acceptance of the emergency procedures. Any questions should be directed to the Council 9366 3666.

It is the hirers' responsibility to familiarise themselves with the following information and to ensure that the procedures listed herein are followed in the case of an emergency.

1. Emergency Equipment

Hensley Athletic Field is equipped with the following protection equipment:

Extinguishers

- Dry Chemical Powder (Diagram 1)
- Carbon Dioxide (Diagram 2)
- Fire Blankets (Diagram 3)



Diagram 1



Diagram 2



Diagram 3

This equipment is displayed on the floor plans located throughout the stadium grounds and can also be identified by the signage above each item of equipment. It should be noted that this equipment is for emergency use only and should only be used by competent persons.

2. Emergency Assembly Area

An area has been designated (See Assembly Area Plan Attached) and should be used whenever an incident threatens persons using the facility. The area is located along the eastern perimeter of the grounds (adjoining Denison Street). This area is well away from the structures within the grounds.

Examples of incidents that may require evacuation of Hensley Athletics Field include:

- Fire
- Bomb threat
- Hazardous materials incident
- Flooding
- Crowd control
- Power failure
- Medical emergency
- External emergency from surround estates

3. Emergency Personnel

The hirer should nominate a responsible person to act as the Chief Warden (usually the most senior person of your organisation present) during such periods that the stadium is in use.

4. Emergency Procedures for Chief Warden

The following steps should be taken by the nominated Chief Warden in an emergency:

- Proceed to the Emergency Control Point - P.A. ROOM.
- Assess and take control of situation by informing those in the area of the emergency to proceed to the assembly area, using the P.A. system.
- Contact Emergency Services – 000
- Obtain report from area where the emergency originated by sending responsible persons as runners.
- Evaluate situation and determine whether or not you need to continue the evacuation of others.
- Ensure access to the stadium is restricted to all persons and vehicles except for emergency services.
- When the attending Emergency Services arrive, advise the officer in charge (OIC) of the following: location and type of emergency, present situation, any other relevant information.
- Obtain the all-clear from the officer in charge of the attending Emergency Services.
- Record details on the incident report form (attached).
- Brief Council management of the cause of the emergency.

The Senior Officer of the Fire Brigade or Police may take control of the situation upon arrival, if so the Chief Warden should remain at the Emergency Control Point to assist if required.

Having someone nominated as the Chief Warden prior to your event allows him or her the opportunity to become familiar with the above procedures. It should also be noted that during an emergency the Chief Warden has full authority over the site, until the arrival of emergency services.

5. EMERGENCY PROCEDURES FOR ALL OCCUPANTS

In the event of an emergency the following actions should be undertaken if it is safe to do so:

Remove Yourself and others from immediate danger

Alarm Raise the alarm; inform the Chief Warden or a responsible person and Emergency Services by dialing '000'

Contain Using fire extinguishers only if you are competent in their use and it is safe to do so. Contain fire and smoke by closing doors around the affected area

Evacuate If the fire cannot be controlled evacuate everyone

EVACUATION PROCEDURES

On being instructed to evacuate:

1. Assemble as directed
2. Evacuate under directions of responsible persons
3. Leave by the nearest fire exits/fire stairs or safe exit
4. Proceed safely to the assembly area
5. Remain at the assembly area until the all clear is issued by the Chief Warden or emergency services

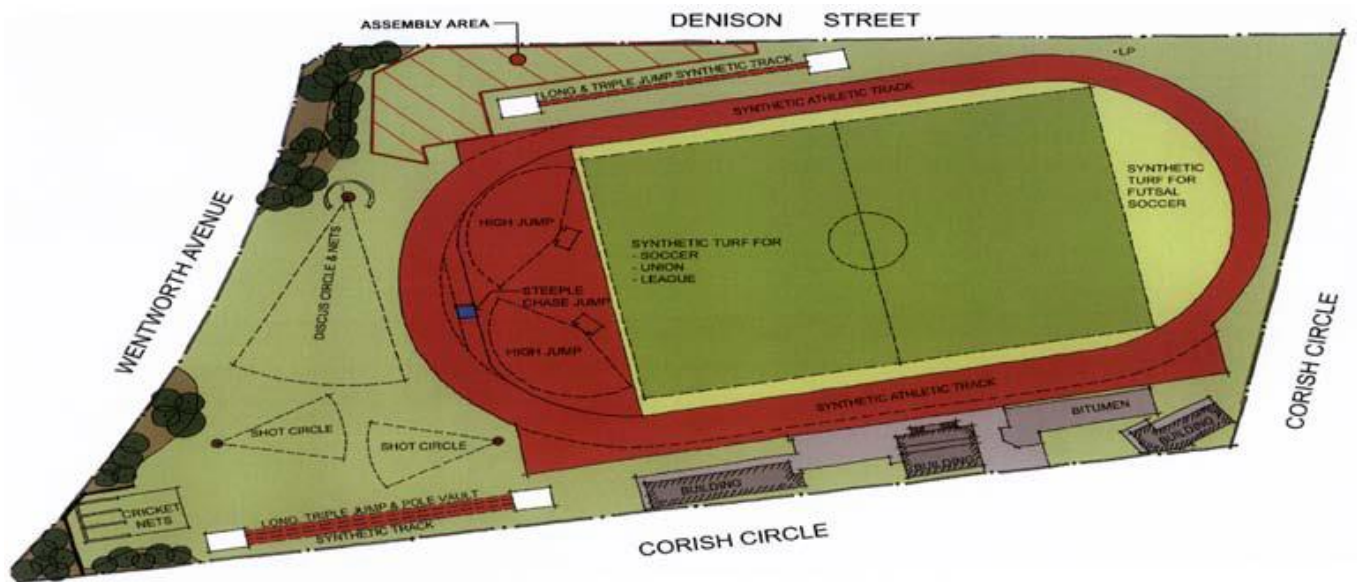
Emergency Contact Information

POLICE /FIRE /AMBULANCE	000
POLICE /FIRE /AMBULANCE (from mobile)	112
ENERGY AUSTRALIA	131388
GAS	131909
POISONS INFORMATION	131126
WATER AND SEWERAGE	132090
STATE EMERGENCY SERVICE	132500
EPA	131555
SYDNEY WATER	132090
BAYSIDE COUNCIL AFTER HOURS	9366 3580

Emergency Procedures - Hensley Athletic Field

EVACUATION PROCEDURES

Evacuation Assembly Area for Hensley Athletic Field



Portable EXTINGUISHER selection chart

Type of Extinguisher
(Australian Standard 2444 post 1999)

CLASS	TYPE OF FIRE	WATER	FOAM	WET	CO2 CHEMICAL	DRY CHEMICAL	VAPOURISING LIQUID
A	Ordinary Combustibles (wood, paper)	YES	YES	YES	YES	YES	YES
B	Flammable liquids	NO	YES	NO	YES	YES	YES
C	Flammable gases	NO	NO	NO	YES	YES	YES
D	Combustible metals	NO	NO	NO	NO	NO	NO
E	Fire involving live electrical equipment	NO	NO	NO	YES	YES	YES
F	Oils and fats	NO	NO	YES	YES	YES	NO

Incident report form - Hensley Athletic Field

Choose one MAJOR Life threatening injury MINOR Non-life threatening injury

Date _____ / _____ / _____

Time _____ am/pm

Casualty's name _____

Date of birth _____ / _____ / _____

Witness name _____

Phone _____

Address _____

INJURY OR EMERGENCY DESCRIPTION

1. Type of injury /emergency

CUT BURN BRUISE FRACTURE GRAZE BLOOD NOSE SWELLING

Other please specify _____

2. Site of injury

EYE left right EAR left right UPPERARM left right THIGH left right MOUTH left right HAND left right

NOSE FOREARM FOOT KNEE ANKLE SHIN

Other please specify _____

HOW INJURED

FALL COLLISION Other please specify _____

TYPE OF ACTIVITY

FREE PLAY REC PROGRAM ATHLETICS FOOTBALL Other _____

FIRST AID

CLEAN WATER MEDI PREP BETADINE RAPID Other _____

PRESSURE for how long? _____ ICE for how long? _____

GAUZE ELASTOPLAST BAND AID WOUND CLOSURE CONFORMING BANDAGE

CREPE BANDAGE NON STICK DRESSING

Other _____

OXYGEN THERAPY 15 litres/min. for how long? 8 litres/min. for how long?

EMERGENCY ASSISTANCE Service type Ambulance Police Fire Brigade

Time called Time arrived

Details _____

FOLLOW UP

Recommend seek further medical attention YES / NO immediate at own discretion

I. ATTENDED BY

Name _____ Signature _____

2. ANY OTHER RELEVANT INFORMATION
