

# Tennis Court Hire Application



## Applicant Details

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street	Suburb		Postcode	
Club / Association / Company / School (if applicable)					
Mailing Address (if different from above)					
Phone Mobile:			Email:		

## Booking Details

<b>Aloha Street Two Courts</b>		<b>Cahill Park Four Courts</b>		<b>Mutch Park Six Courts</b>	
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Day	Start Date	Finish Date	Court Number	Start Time	Finish Time	Number of hours	Rate

### 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**



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

**Fees & Charges:**

Casual Rate Per Hour Daytime	\$24.00
Casual Rate Per Hour Evening (Lights)	\$29.00
Permanent Rate Per Hour Daytime (10 Consecutive Bookings)	\$22.00
Permanent Rate Per Hour Evening (Lights) (10 Consecutive Bookings)	\$27.00
Tennis Coach – Licence Fee Per Hour	\$18.00
Pensioner Rate Per Hour Daytime & Evening (Lights)	\$17.00
Schools Per Hour Daytime & Evening (Lights)	\$22.00
Refundable Key Deposit	\$200.00

**Payment**

Completed forms can be returned in Person to Eastgardens Customer Service Centre at 152 Bunnerong Road, Eastgardens with payment by Cash, Cheque or Card.

**Conditions of Hire**

Once the key is returned to the Customer Service Centre the \$200 security bond will be refunded.

**Please Note**

1. If a booking is cancelled for any reason other than wet weather a Cancellation Fee may apply.
2. Council can cancel a booking if a park / reserve is deemed unfit for use.
3. Wet Weather- In the event that wet weather renders the park unfit for use a refund or reallocation may be given. Applications for refunds must be in writing and received at Council no later than 14 days after the event.
4. The personal information required on this form may be available for public access under various legislation.
5. Council will endeavour to process all applications within (3) three working days where possible.

**Declaration**

I have been presented with and have read both the 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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# Recreational, Open Spaces and Sports Grounds Conditions of Use

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Permit holders are bound by Council's Recreation and Community Facilities Management Policy. Council will retain ownership and control of all its Recreation and Community facilities, as well as any facility or external sports ground infrastructure items constructed or improved through collaborative arrangements to ensure sustainability of these assets. This policy statement applies to all Recreation and Community facilities owned or managed by Council. A copy of Council's Recreation and Community Facilities Management Policy is available on our website at [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au). Please ensure that you have read and understand this policy 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.

## **Payment**

- 1) The Permit holder shall pay a rental fee and/or administration fee in accordance with Council's Adopted Fees & Charges.
- 2) Failure to pay the required fees prior to the collection of the Permit by its due date will result in the permit being cancelled.
- 3) All fees are to be paid prior to the issuing of any permits.
- 4) A refundable key deposit is payable in advance by all users wishing to have keys for Council facilities and amenities blocks, in accordance with Council's Adopted Fees & Charges.

## **Risk Management and Work Place Safety**

- 5) All hirers are to undertake pre use, pre-practice and pre-game inspections and make decisions on the grounds fitness for use. Hirers must inspect any structures and in ground sprinklers etc for safety prior to use and ensure that all equipment is firmly secured. Any unsafe facilities or grounds should not be used and should be reported immediately to Council. Further, any difficulties with night training lights should be immediately reported.
- 6) Should an accident, injury, loss of property or damage occur whilst using the facilities or grounds, the organiser must notify Council's Coordinator WH&S and Risk Management within seven (7) days.
- 7) The organisers must maintain an emergency access at all times.
- 8) Proper supervision to be given at all times to ensure other park users are not put at risk.
- 9) In case of Wet Weather, permit holders must ring the Wet Weather Hotline 9562 1637 for Bayside West and for 9366 3631 Bayside East before games are played. Information on this hotline must be strictly adhered to.
- 10) Unless specified otherwise, a Public Risk Insurance Cover, in the sum of \$10,000,000 is required. The policy must be endorsed to include Council as a joint insured and containing a "cross liabilities" clause, being held by the applicant and the Council for the duration of the season. An updated Certificate of Currency to be forwarded to Council prior to the permit being handed over. Failure to produce proof of such cover will cause this permit to be withdrawn without notice.
- 11) All groups and individuals overseeing activities with children should ensure they have in place valid working with children approvals.

- 12) All regulations in regards to workplace safety must be met in accordance with the WH&S Act 2011.

### **Code of Conduct**

- 13) Regular complaints as a result of poor behaviour and or misuse of Council facilities or grounds may result in the immediate cancellation of the permit and will impact on any future usage.
- 14) It will be the responsibility of the permit holder to control the conduct of any players, supporters, visitors, spectators or any person associated with the activity on site and comply with all reasonable directions to the satisfaction of the Director of City Services or other authorised officer.
- 15) Permit holders will nominate and provide to Council the names of two representatives who will be Council's point of contact.
- 16) All users of Council's recreation and community facilities are financially liable for any additional cleaning required or damages sustained to Council property or sports fields whether through their own action, or the actions of their contractors, participants and visitors attending any activity they have organised. Damage of a significant nature will result in all future bookings held by the offending organisation being cancelled.

### **Food and Alcohol**

- 17) No alcoholic beverages to be taken onto Council premises, Reserves or adjoining areas. Organisations and sporting clubs with a liquor licence require permission from Bayside Council to serve alcohol on the premises. Sports clubs and Organisations cannot under the NSW Liquor Act give permission to, allocate the licence to, or allow groups not named on the licence to serve alcohol on Council premises.
- 18) No food is to be sold without prior permission of Council. Any food sold on the premises must be handled in a manner that complies with the requirement of the Food Act 1989 and the Food Standards Code Standard 3.2.2 – Food Safety Practices. A copy of notice to the Food Authority is required by Council.

### **Smoking**

- 19) Smoking is prohibited in all Council owned and operated buildings and facilities.

### **Noise**

- 20) The permit holder may only allow amplified sound equipment to be used provided that it does not cause a noise nuisance or unreasonably interfere with the residents of neighbouring properties or other persons not attending this function. Use the designated areas in such a manner that no nuisance is caused and no offensive noise and in particular will not provide or permit any entertainment or operate loudspeakers or transmit music after 10:00pm nightly.

This permit does not allow the permit holder to cause "Offensive Noise" as defined in the Protection of the Environment Operations Act 1997. As a guide to preventing a nuisance arising, the following suggestions may assist:-

- Announcements and music should only be amplified to a level that is sufficient to reach the perimeter of the event.
- Deep base sounds should be avoided as they tend to travel further than higher frequencies.
- Speakers should be directed downwards and inwards and away from surrounding properties.
- The amenity and comfort of the neighbours should be respected.

An instruction given on the day by an Authorised Officer of the Council, a Police Officer or an Officer of the Environment Protection Authority to cease making noise which, in the opinion of the officer is offensive, must be complied with. Authorised Officers have the power to serve a verbal Noise Abatement Direction which, if not promptly complied with, can result in the issue of a Penalty Infringement Notice or serious contraventions, prosecution in the Local Court.

### **Equipment, Other Devices and Line Markings**

- 21) The permit holder is to ensure that the manufacture, use and storage of portable soccer goalposts is in accordance with guidelines contained in handbook HB227-2003 issued by Standards Australia. The handbook has been based on guidelines developed by the Department of Fair Trading New South Wales due to concerns about safety aspects of portable soccer goalposts and several deaths occurring through their use or storage. The handbook has been sent to soccer clubs and sports clubs throughout NSW.
- 22) All unsecured equipment is to be removed upon completion of activities.
- 23) Where applicable, Council will peg and line mark all fields at the start of the season. If remarking is requested or fields are realigned by clubs during the season, the cost of line marking will be a charge against the club / association, requesting that work.

### **Subletting of Facilities, Sports Grounds / Open spaces**

- 24) Approved users of Council's recreation and community facilities, sports grounds and open spaces are not under any circumstances permitted to allocate or sublet any, or part of the facility, sports ground, fields that they have been allocated under a permit to other groups and users, whether for financial gain or not, without written consent from Council.

### **Facility Management, Ground Access and Cleaning**

- 25) No vehicles to be taken onto Reserves / Open Spaces without written permission from Council.
- 26) Following each use, the Reserve is to be left in a clean and tidy condition. Where access to canteens or change rooms has been provided these must similarly be left in a clean and tidy condition. Failure to do so will result in an invoice being sent for cleaning costs incurred by Council.
- 27) Where access to canteens, change rooms or other amenities is provided as part of this permit, the key's are to be returned to Council at the end of the permit period so these facilities may be allocated to other users.
- 28) Where access to canteens, change rooms or other amenities is provided as part of this permit, the permit holder will take all reasonable steps to provide access to Council Officers from time-to-time (if required).
- 29) Permit holder to report all defects and risks to Council.
- 30) If the ground or facility is used for cross country/fun runs, group fitness activities or athletics, care must be taken to ensure the general public utilising parks are not inconvenienced. Failure to comply with this condition may cause this permit to be withdrawn.
- 31) Whilst Council endeavours to provide adequate toilet facilities for its grounds, it is the responsibility of Organisations hosting large event/ activities to provide additional port-a-loos to ensure adequate standards of hygiene are maintained.
- 32) Organisers must maintain an emergency vehicle access at all times
- 33) All parking regulations must be maintained
- 34) Refrain from parking on Public reserves, grass verges and footpaths of any thoroughfare.

### **Signage, Storage of Equipment, Locks and Security Systems**

- 35) All users of Council's recreation and community facilities are not permitted to erect signage on the exterior of any buildings or grounds without the approval of Council. No items are permitted to be stored within a facility or on a sports grounds. Items stored within a facility or on a sports ground without the

approval of Council will be removed. Moreover, users are not permitted to change locks or security systems (includes pin access codes) without the expressed written approval of Council.

- 36) When seeking to erect banners across road ways permission should be granted in the case of local roads by council all other roads from the RMS. The banners can only be erected and dismantled outside of peak traffic times.

### **Cancellation**

- 37) Ground(s) is/are allocated on the understanding that no refund will be made for non use, once allocated which includes closure due to wet weather. Council may at its discretion, however, cancel any allocation where further use may cause ground deterioration or unsafe conditions. In this instance an alternative ground may be provided or, should no suitable ground be available, a refund given.
- 38) Council reserves the right to close all facilities and grounds in extreme wet weather conditions, where recommended by the Bureau of Meteorology or relevant emergency service.

### **General**

- 39) There is a possibility that some facilities (amenities, buildings and car parks) may be disrupted during the period of this permit in order for them to be refurbished or upgraded. Although this is not certain at the time this permit is issued, it is Council's intention to give advance notice of any short-term temporary arrangements that may be necessary to ensure.
- 40) Council reserves the right to alter any arrangements made in view of future ground maintenance and redevelopment. If this needs to occur it is Council's intention to give advance notice of any short-term temporary arrangements that may be necessary to ensure the safety of ground users.
- 41) The instructions of Council's Inspectors, Officers and the Police are to be strictly adhered to.
- 42) Any breach or failure to comply with the above conditions will result in the immediate cancellation of this permit.
- 43) Council reserves the right to include additional conditions to permits were deemed necessary by Council.
- 44) Where possible and excluding seasonal allocations and those applications requiring approval of traffic management plans; Council will endeavour to process all applications within three working days following receipt of application.

### **ADDITIONAL CONDITIONS**

- 45) Additional conditions, as specified by Council, will apply to Seasonal Sports, Wedding's, Filming, Picnics, Fitness Activities, Water Sports Activities, Circuses, Fireworks, Festival's and Events.
- 46) **Seasonal Sports:**
- The Winter Sporting Season will commence in early April and ends Mid-August. Summer sporting season commences in early September and ends Mid-February.
  - There is a two week period between seasons, where the grounds are not available for hire or utilised; enabling recovery of grounds as well as preparation for the following season.
  - Any use of sporting grounds outside the allocated season dates is subject to mutual agreement.
  - Confirmed days and times will be as per permit/ reservation list.
  - Due to the nature of seasonal allocations, the permit process will take approximately (2) two weeks from the close of seasonal application dates.