



APPLICATION FOR THE SEASONAL USE OF PARKS AND RESERVES

SECTION 1 – HIRER DETAILS			
Association / Club Name:			
Association/ Club Postal Address:			
Club Website:			
Sport to be Played:			
Affiliating Association:			
Season Commencement Date:		Season Finish Date:	
Previous Hirer / New Hirer:		Last Season of Hire:	

SECTION 2 – CONTACT INFORMATION			
Council Contact: (The nominated contact will receive all council correspondence including emails and phone calls)	Title (Miss/ Mrs/ Mr)		
	Name:		
	Position within club:		
Home Phone:		Work Phone:	
Mobile Phone:		Fax:	
E-mail:			
Club President:	Title (Miss/ Mrs/ Mr)		
	Name:		
Home Phone:		Work Phone:	
Mobile Phone:		Fax:	
E-mail:			
Club Secretary:	Title (Miss/ Mrs/ Mr)		
	Name:		
Home Phone:		Work Phone:	
Mobile Phone:		Fax:	
E-mail:			

SECTION 3 – PUBLIC CONTACT INFORMATION

Any personal information collected by City of Parramatta will be used for the specific purpose for which it is collected i.e. managing the booking of Council Parks and Reserves.

From time to time, the contact details of specific community groups are requested from members of the community. To enable Council to provide your details to another person or organisation, your permission is required.

If you agree to Council releasing your details to another person or organisation, please indicate in the box below.

ONLY COMPLETE DETAILS YOU WISH TO BE RELEASED FOR PUBLIC INFORMATION

(Please note that the release of information is subject to Councils Privacy Management Plan and Access to Information Policy)

Association / Club Name:										
Contact Name:	Title (Miss/ Mrs/ Mr)									
	First Name:									
	Last Name:									
Official Position:										
Postal Address:										
Phone:					Fax:					
Email:										
Website:										
Hire Details:	Days and Times:	YES		NO		Park / Reserve:	YES		NO	
I agree to this information being released to the public for the purposes of promoting the activities				Acknowledgement						

SECTION 4 – INSURANCE – Please attach an up-to-date copy of the policy to your application

A valid public liability insurance policy is a compulsory condition of hire. Applications without insurance documentation will not be processed.

SECTION 5 – SCHEDULES

Please provide below any dates in which competition will not run during the season dates? For example Christmas, New Year, October Long Weekend

Your competition draw must be provided to Council when it becomes available.

PLEASE COMPLETE SECTION 6 FOR EACH FIELD WHERE PATTERNS OF USAGE VARY

SECTION 6: DETAILS OF HIRE							
Sportsground:							
First Date of Training:			Last Date of Training:				
First Date of Competition:			Last Date of Competition:				
Toilets Required:			Kiosk Required:				
Storage Required:			Change Rooms Required:				
Details:	Start Time	Finish Time	Training or Competition	Fields Required	No. of Users	Floodlight Times	
						On	Off
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

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						On	Off
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

PLEASE COMPLETE SECTIONS 5 FOR EACH FIELD WHERE PATTERNS OF USAGE VARY

SECTION 6: DETAILS OF HIRE

Sportsground:									
First Date of Training:					Last Date of Training:				
First Date of Competition:					Last Date of Competition:				
Toilets Required:					Kiosk Required:				
Storage Required:					Change Rooms Required:				
Details:	Start Time	Finish Time	Training or Competition	Fields Required	No. of Users	Floodlight Times			
						On	Off		
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Sunday									

PLEASE COPY THIS PAGE FOR AS MANY ADDITIONAL SPORTSGROUNDS AS REQUIRED

SECTION 7 – ADDITIONAL BOOKINGS (Gala Days, Knock Out Competitions etc)

Proposed Date	Time	Park	Activity

SECTION 8 – FINALS

Will Finals be played at your home ground?		Yes		No	
Proposed Date/s	Time				

SECTION 9 – PERMITS

If you answer yes to any of the below, please detail or attach relevant information or supporting documents.

Do you propose to display advertising boards / banners	Yes		No		
Will alcohol be sold or consumed? (If yes, a license must be applied for from Liquor and Gaming NSW)	Yes		No		
Will there be use of PA systems or loudspeakers?	Yes		No		
Do you propose to sell food? (If yes, you will be issued with a copy of Councils Food Handling Guidelines, which must be adhered to at all times)	Yes		No		
Will there be sale of items other than food?	Yes		No		
Do you propose to erect portable structures or amusement devices? (e.g. tents, sunshades)	Yes		No		

SECTION 10 – CANTEEN USE

Please indicate the main use of canteen facilities –
e.g Sale of Food, Serving of Tea/Coffee, Administration/Registration, Cleaning & Re-Stocking and/or Storage

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY

SECTION 11 – LINE MARKING

Please indicate what day of the week you propose to line mark field/s

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SECTION 12 – AUTOMATIC FLOODLIGHTING SMS CONTROL

Where fields are installed with automatic floodlights, please list 2 club representatives to be responsible for managing access to floodlight controls

Contact 1:	First Name:		Mobile Number:	
	Last Name:			
Contact 2:	First Name:		Mobile Number:	
	Last Name:			

SECTION 13 – CLUB REGISTRATION DETAILS

If club registration for the upcoming year has not taken place at the time of completing this form, please complete details as per the previous season registration figures

No. of Registered Players:		No. of members living in the Parramatta LGA:	
No. of Female Players:		No. of Junior Teams:	
No. of Male Players:		No. of Senior Teams:	

A copy of the list of the teams registered with your club for the season is required to be submitted by the 1st of May or 1st of October based on season of application. Club registration details help Council meet KPI's. This information may be used to assist where capital works may be needed or any other services and support to meet club's needs.

SECTION 14 – AGREEMENT AND CONDITIONS OF HIRE

I agree to abide by City of Parramatta Council's Conditions of Use for Parks, Reserves and Playing Fields Policy, Practices and Procedures. I hereby certify that the information supplied in this application is correct to the best of my knowledge. I also undertake to advise City of Parramatta Council should there be any alterations or additions to the information supplied immediately.

Applicants Name:		Acknowledgement of Conditions of Hire:	
Date:			

SECTION 15 - DOCUMENTATION ATTACHED

Documents Required				IF NOT ATTACHED PLEASE INDICATE WHY (Your club or association's booking will not be confirmed until supporting documents are received, floodlight access will not be granted until your booking is confirmed)	
Public Liability Insurance of Hirer <i>Required with application</i>	Yes		No		
Competition Schedule <i>Required by 1st of May or 1st of October</i>	Yes		No		
Team List <i>Required by 1st of May or 1st of October</i>	Yes		No		

CONTACT INFORMATION

Please return completed and signed by Hirer attaching all relevant documents including Public Liability Insurance to the Booking Office

Phone:	9806 5140	Fax:	9806 5927
Postal Address:	City of Parramatta Council Facilities Booking Office PO Box 32 Parramatta NSW 2124	Email:	bookings@cityofparramatta.nsw.gov.au