

Sportsfield Booking Application Form

This form is required to book Sporting Fields within the Shire of Moree Plains for either an allocation for the summer or winter sporting season, seasonal training, one-off sporting event, community event, function, school sport or physical education classes.

Sportsfield booking application and payment is to be made before oval use can commence.

Council reserves the right to decline a booking application. Please see attached Conditions of Use of Policy (page 3) for further information.

Page 1 of 7

OFFICE USE ONLY

Receipt No _____

Amount \$ _____

Date _____

Received by _____

BLN: 51.0722.0301

Details

Sporting Group Name _____

Event Name _____

Start Date: _____

Finish Date: _____

Name of Representative _____

Position _____

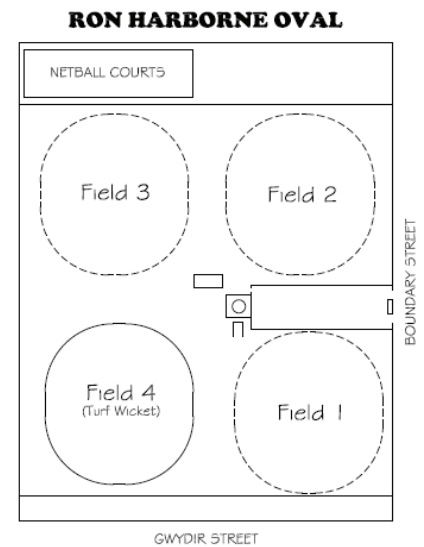
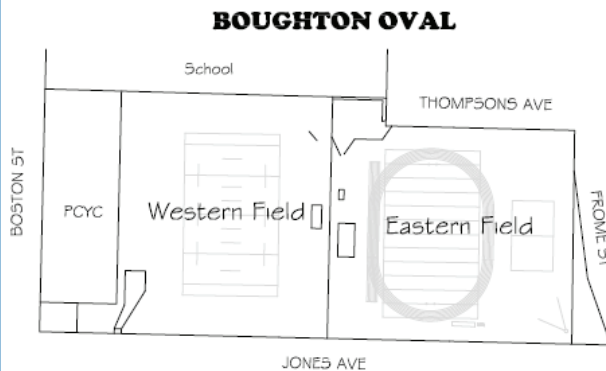
Postal Address _____

Email _____

Telephone _____

Public Liability Insurance Attached (in the value of \$20m)

Oval Details



Please place a tick against the oval required:

Oval Required

Boughton Oval

Western Field

Eastern Field

Ron Harborne Oval

Field 1

Field 2

Field 3

Field 4

Taylor Oval

Bert Jovanovich

Villages Please Specify: _____

Sportsfield Booking Application Form

This form is required to book Sporting Fields within the Shire of Moree Plains for either an allocation for the summer or winter sporting season, seasonal training, one-off sporting event, community event,, function, school sport or physical education classes.

Sportsfield booking application and payment is to be made before oval use can commence.

Council reserves the right to decline a booking application. Please see attached Conditions of Use of Policy (page 3) for further information.

Page 2 of 7

OFFICE USE ONLY

Receipt No _____

Amount \$ _____

Date _____

Received by _____

BLN: 51.0722.0301

Oval Details

Purpose of Booking

- Season Booking
 Training Use
 Casual Use

Days Required - Training

Training	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							
Lights							

Days Required - Games and Casual

Games & Casual	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Time							
End Time							
Lights							

Additional Items Required - (*✓ Tick as appropriate*)

- Lights
 Showers
 Extra Bins Hire
 Cricket Nets
 Toilets
 Posts
 Canteen
 Goals
 Car park
 Grandstand Hire
 Line Marking Machine Hire

Further Information

Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934
council@mpsc.nsw.gov.au

Declaration

In submitting this application I acknowledge that:

- Council responds to applications for line marking based on the information provided.
- Applications and payments, once received by council, will be acted upon, even if the instructions received result in inappropriate markings being issued.
- I declare that all the information that I have provided is true and correct.

Terms & Conditions:

It is the sole responsibility for each individual or sporting body to ensure that Council's Condition of Use policy (page 3) is adhered to at all times. Council does not accept liability for any injuries, damages or losses incurred from the use of Council sporting grounds. By signing below I agree to these terms and conditions and have read and understand the Council's Condition of Use policy.

Representative Name _____

Representative Signature _____

Date _____

Payments

Payment by Cheque—Amount \$ _____

Payment by Credit Card Mastercard Visa

Amount \$ _____ Name on Card _____

Expiry Date ____/____ Signature of Cardholder _____

Please Note: We do not accept AMEX or Diners Club cards.

Payment by Direct Deposit - Amount \$ _____ *Reference - representative Name*

Hire fee BSB: 062574 Account: 00001239

Bond BSB: 062574 Account: 10024607

Lodgement Details

You can lodge the completed application by:

Mail: PO Box 420, Moree NSW 2400

In Person: Level 2, 30 Heber Street Moree NSW 2400

Email: council@mpsc.nsw.gov.au

Fax: 02 6752 3934

What Now: After your application has been receipted it will be processed within 7 working days. For further information regarding your application please contact us by:

Telephone: 02 6757 3222

Privacy & Personal Information Protection Notice

Purpose of Collection: For the booking Sports Fields

Intended Recipients: Council Staff and approved contractors of Moree Plains Shire Council

Supply: Application is voluntary, however required in order to obtain approval to use Sports Fields

Access/Correction: Contact Moree Plains Shire Council to access or correct this information

Storage: Moree Plains Shire Council, Level 2, 30 Heber Street Moree NSW 2400

Conditions of Use Policy

ALL USERS OF COUNCILS SPORTING FIELDS ARE REQUIRED TO COMPLY WITH THE FOLLOWING CONDITIONS:

- All Associations / users to be responsible for the actions and conduct of member Clubs including the payment of hire fees.
- Sportsfield booking application and payment for the use of sporting fields, lighting and grandstand hire (where applicable) is to be made before oval use can commence.
- Supporting groups will be invoiced once a booking is received in accordance with Council's current Fees and Charges. Failure to pay fees before the commencement of season's first game or within 30 days of invoicing (whichever occurs first) will result in your club's booking becoming void.
- Council reserves the right to decline a booking application if it is not submitted 14 days in advance of the booking date.
- User groups are asked to provide a current copy of their Public Liability Insurance, with a minimum cover of \$20 Million, to Council at the time of submitting a Sportsfield Application.
- User groups must supply to Council the competition draw, or event flyer 14 days prior to the commencement of the seasonal sport or event. And before keys are handed out.
- Prior to the commencement of each sporting season and when fees have been paid in full, Council will help to erect goalposts, the set out and 1 free line marking of each playing field. Additional requests for the line marking of extra fields or lines can be made through Council's Engineering Department at additional cost to the user group.
- Keys for access to gates and/or amenities, can be obtained from Council's Administration Building, Max Centre, Level 2, 30 Heber Street between 9am and 5pm weekdays.
- Unauthorised copying of keys is a criminal offence.
- By signing out keys you accept the responsibility that comes with these keys including the following;
 - * Insuring that premises are securely locked – failure to do so will result in our club being charged for any damage that occurs.
 - * I understand that if keys are not returned to Council at the end of the hire period that Council will have the right to withhold our bond.
 - * If I discontinue my involvement with my sporting group I will ensure the keys are returned to Council so they can be re-assigned to another group member.
- Where more than one association has been allocated a playing field, it shall be necessary for the associations to confer with other sporting groups to ensure the premises are left in a secure manner.
- If there is any damage sustained to Council ovals or property during your booking, Council will keep the bond and potentially issue a debtor account invoice for remaining damages.

Further Information

Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934
council@mpsc.nsw.gov.au

- The length of term for a seasonal booking will be confirmed with Council's Operations Manager at the time of organising the booking, due to maintenance considerations.
- Council reserves the right to ban any sporting organisation or community group from using Council sports grounds as a result of poor conduct.
- User groups shall ensure that players, members, supporters and any persons attracted to the activity / event shall adhere to Council ordinances as displayed on park signage. The user group agrees that all activities associated with the hire of the fields and facilities shall be suitably supervised at all times.
- No Alcohol or Glass bottles are to be taken onto Sporting Fields, unless specifically approved.
- Section 6A of the *Smoke-free Environment Act 2000* makes a number of outdoor public places smoke-free. Smoking is not permitted in amenities, spectator areas and where there is signage at public sports grounds and other recreational areas in NSW. Penalties apply to individuals who smoke in these areas.
- No vehicles are allowed onto the Sports Ovals except for Emergency Vehicles. Any other exceptions for taking vehicles onto grassed sporting surface must have prior approval from Council's Operations Manager. Vehicle access to the sportsground is restricted to the time required to load and unload materials. No vehicle shall remain on the sportsground except for this purpose. Vehicles are to be parked in designated parking areas only. Emergency vehicle accesses are to be kept clear at all times.
- If electricity is to be used to conduct the activity / event, all electrical installations and leads are to conform to the relevant Australian Standards.
- User groups are to carry out an inspection of the ground surface to ensure the surface is in a suitable condition prior to conducting an activity / event. A similar inspection should be made at the conclusion of the activity / event.
- User groups are to use those fields, which they have been allocated. Application to use alternate fields can be made through Council's Engineering Administrator.
- Moree Plains Shire Council's Operations Manager retains the right to close sporting fields at any time as considered necessary. Council will endeavour to notify user groups and advertise decisions when possible. Enquiries about sporting field closures during work hours can be done by contacting Council's Engineering Support Officer on 6757 3256. After hours user groups are to use their discretion in the event of sudden heavy rains or storms. If unsure please contact Council's after hour's service by phoning (02) 6757 3222.
- Council is responsible for the cleaning of toilet facilities on Council grounds however, throughout the season it is the user's responsibility to ensure that the amenities are kept in a neat and tidy condition and that any litter generated by the activity / event be removed.
- By indication on the application form, Council can make the provision of additional litterbins at no additional cost to the user group.
- All vandalism and or damage to Council's facilities must be reported to Council's Engineering Department within 24 hours.
- Should the organisation, club or users breach any of the Conditions of Use, your bond may be kept and Council grounds made unavailable for future use.

Further Information

Moree Plains Shire Council
Level 2, 30 Heber Street
PO Box 420
MOREE NSW 2400
Tel: 02 6757 3222
Fax: 02 6752 3934
council@mpsc.nsw.gov.au

Page Fees and charges as per the 2018—2019 financial year. Fees and charges are subject to change as of the 1 July each year. Please ensure that you are using the most current updated fees and charges.

Sportsfields and Ovals Hire

All users must have a \$20m public liability insurance policy.

Canteen is not available for exclusive use for a season.

Clubs booking for a season will need to provide seasonal draw when it becomes available to ensure the fields/canteen are not double booked.

Council cannot waive hire fees for community events. Please see Council's Public Donations Policy.

All Sportsfields Season and Casual Hire

Sportsfield booking application and payment for the use of sporting fields, lighting and grandstand hire is to be made before oval use can commence.

Sporting groups will be invoiced once a booking is received in accordance with Council's current Fees and Charges. Failure to pay fees before the commencement of season's first game or within 30 days of invoicing (whichever occurs first) will result in your club's booking becoming void.

Council reserves the right to decline a booking application if it is not submitted 14 days in advance of the booking date.

Security deposit is 100% refundable at end of hire with the return of keys and subject to meeting Council's standard hire conditions.

If security deposit is paid by credit card any refunds will need to be paid into a bank account.

Name	Year 17/18 Last YR Fee (incl. GST)	GST	Year 18/19 Fee (incl. GST)	Increase %	Unit	\$
Security deposit (refundable on conditions) – all hire	\$700.00	\$0.00	\$700.00	0.00%	Per application	N

Season Hire – Day Use

Sportsfields include oval use on Saturday, Sunday and 2 training days per week. Sportsfields hire include toilets, change rooms, canteen (if available), set out of fields and 1 **line marking** per season (requires 2 weeks notice). Canteen is not available for exclusive use for a season. Clubs booking for a season must provide seasonal draw when it becomes available to ensure that fields/canteen are not double booked.

Name	Year 17/18 Last YR Fee (incl. GST)	GST	Year 18/19 Fee (incl. GST)	Increase %	Unit	\$
Moree – Ovals & Fields – Senior Sports (per club)	\$1,652.00	\$153.27	\$1,686.00	2.06%	Per season	N
Moree – Ovals & Fields – Junior Sports (per club)	\$11.00	\$1.09	\$12.00	9.09%	Per season	N
Villages – Ovals & Fields – Senior Sports (per club)	\$379.00	\$35.18	\$387.00	2.11%	Per season	N
Villages – Ovals & Fields – Junior Sports (per club)	\$11.00	\$1.09	\$12.00	9.09%	Per season	N

Page Fees and charges as per the 2018—2019 financial year. Fees and charges are subject to change as of the 1 July each year. Please ensure that you are using the most current updated fees and charges.

Season Hire – Night Use

Sportsfields include oval use on Saturday, Sunday and 2 training days per week. Sportsfields hire includes toilets, change rooms, canteen (if available), set out of fields and 1 line marking per season (requires 2 weeks notice). Canteen is not available for exclusive use for a season. Clubs booking for a season must provide seasonal draw when it becomes available to ensure that fields/canteen are not double booked.

Name	Year 17/18 Last YR Fee (incl. GST)	GST	Year 18/19 Fee (incl. GST)	Increase %	Unit	S
Moree – Senior Sports (per club)	\$4,541.00	\$421.00	\$4,631.00	1.98%	Per season	N
Moree – Junior Sports (per club)	\$11.00	\$1.09	\$12.00	9.09%	Per season	N
Villages – Senior Sports – Lights (if available)	\$1,969.00	\$182.64	\$2,009.00	2.03%	Per season	N
Villages – Junior Sports – Lights (if available)	\$11.00	\$1.09	\$12.00	9.09%	Per season	N
Extra lighting FOR DELETION	\$128.00	\$11.82	\$130.00	1.56%	Per hour	N

Casual Hire – Day and Night Use – All Ovals (Including Villages)

Casual Hire includes: toilets, change rooms, and canteen (if available). If line marking is required, 2 weeks notice must be given and fees apply (see 'Field Preparation and Line Marking' fees).

Name	Year 17/18 Last YR Fee (incl. GST)	GST	Year 18/19 Fee (incl. GST)	Increase %	Unit	S
Sportsfield/ Oval Casual Day Use	\$105.00	\$9.73	\$107.00	1.90%	Per hour	N
Sportsfield/Oval Casual Night Use (No Lights)	\$115.00	\$10.64	\$117.00	1.74%	Per hour	N
Sportsfield/Oval Casual Night Use (Lights)	\$0.00	\$22.73	\$250.00	-	Per hour	N

Field Preparation and Line Marking

Line marking must be booked and paid 2 weeks prior to required event.

Name	Year 17/18 Last YR Fee (incl. GST)	GST	Year 18/19 Fee (incl. GST)	Increase %	Unit	S
Cricket Pitch	\$153.00	\$14.27	\$157.00	2.61%	Per pitch	N
Cricket pitch preparation includes rolling, mowing and marking of crease						
Touch Football Field/Netball Court/Cricket Pitch/ Oztag	\$167.00	\$15.45	\$170.00	1.80%	Per field/Per use	N
Football Field/ Soccer Field/ Hockey Field/Athletics Track/ AFL	\$259.00	\$24.09	\$265.00	2.32%	Per field/Per use	N

Grandstand hire

Organisations with seasonal hire will be exempt from this fee if they pick up and return at their own expense (please see booking form and conditions of deposit).

Name	Year 17/18 Last YR Fee (incl. GST)	GST	Year 18/19 Fee (incl. GST)	Increase %	Unit	S
Grandstand hire	\$150.00	\$13.91	\$153.00	2.00%	Per grandstand	N