

## About this form

You can use this form to apply to book a sports field in the City of Sydney Local Government Area.

## How to complete this form

- 1: Ensure that all fields have been filled out correctly.
- 2: Please note that fields on this form marked with an \* are mandatory and must be completed before submitting the application.
- 3: Once completed you can submit this form by email, mail and in person. Please refer to the lodgement details section for further information.
- 4: You will be invoiced for any sports field hire fees and lighting fees payable.

### Part 1: Account Details

Club / Association / Organisation\*

ABN\*

Is your organisation registered as Not for Profit?\*

No  Yes **▶ Note: If yes, a copy of charitable or not-for-profit status must be supplied**

Is your organisation\*

- School  School in the City of Sydney LGA  
 Incorporated  Company Ltd by guarantee  Collective  Other (specify below)

### Part 2: Applicant Contact Details

Contact Name \*

Position

Address \*

Postcode\*

Telephone Number\*

Mobile Telephone number \*

Email Address \*

### Part 3: Field Request

**Type of Booking (tick all applicable)**

- Community Event  Commercial Event (for profit)  Free  Ticketed or Restricted Entry

Who conducts the competition in which your club or team participates

**Sporting Fields - please number first three preferences**

Note: Your preferred venue may not be available or suitable for your proposed sport. Please nominate alternative venues.

- Alan Davidson Oval
- Alexandria Oval
- Erskineville Oval
- Federal Park
- Harry Noble Reserve
- Jubilee Oval
- Perry Park
- Redfern Oval
- Reg Bartley Oval
- Turruwul Park
- Waterloo Oval
- Wentworth Park Field 1
- Wentworth Park Field 2
- Wentworth Park Field 3
- Wentworth Park Field 4
- Wentworth Park South East
- Crescent Sportsfield - Synthetic

Booking Date(s)

Booking Start Time

Booking Finish Time

Is flood lighting required?

- Yes     No

Are line markings required?

- Yes     No

If yes, which sport?

Anticipated number of attendees

Number of fields required

Number of Teams Training / Playing

Senior / junior use?

### Part 3: Field Request - continued

Proposed sporting activity

#### Booking History

Is this a new or existing booking?

New       Existing

Previous Date (if applicable)

Previous Location (if applicable)

Is this expected to a 'one off' or recurring event?

One off       Recurring

If recurring, how often?

List of previous bookings by organisation

### Part 4: Conditions of hire for Sporting Field Hirers

- Hirers will be required to pay fees in accordance with Councils adopted fees and charges.
- Council will determine the closure of grounds due to inclement weather or renovations.
- Use of Councils grounds after closures may result in loss of allocation.
- Council at its discretion can close grounds at any time if ground conditions are deemed unsuitable or unsafe
- Prior to play hirers should inspect the field for any hazards, hazards are to be reported to Council in writing immediately
- All rubbish must be removed from the grounds after each use. Fees may be charged for Council clean up
- There is to be no subleasing
- No vehicles are permitted on any sports field
- Hirers are required to adhere to all reasonable requests from Council Rangers/staff failure to comply may result in the loss of allocation
- Hirers are to abide by all park signage

## Part 5: Environmental Sustainability Measures

The City of Sydney encourages all event organisers to minimise the environmental impact of their events and to implement strategies to improve the environmental, social and economic benefits from events.

Please include details of the measures you will implement to ensure that your event will be managed to improve its sustainability. This could include initiatives including waste reduction and recycling, energy efficiency, minimising transportation distances, parking restrictions, water use and conservation, cyclist facilities and promotion of public transport etcetera.

Please note: **Balloons are not permitted.**

Some of the City's parks and open spaces contain buildings, venues or iconic structures that are listed on the State Heritage Register. In addition to the need for some events to make application for a DA, a heritage assessment may also be required for the event eg. Attaching structures to existing buildings, fencing and streetscapes. This will need to be factored into the approval process timeframes for your event.

## Part 6: Public Liability Insurance

- You will be required to obtain public liability insurance for a minimum cover of \$10 million.
- You and any contractors will also need to have adequate workers compensation and other insurances as required by law.

Do you have current public liability insurance for a minimum of \$10 million?

Yes    ► Please supply your certificate of currency

No    ► Please supply if granted preliminary approval

## Part 7: Lodgement Details

Please return this completed form with any supporting documents to:

Email: [openspacebookings@cityofsydney.nsw.gov.au](mailto:openspacebookings@cityofsydney.nsw.gov.au)

Mail: GPO Box 1591 Sydney NSW 2001

The City of Sydney takes no responsibility for any third party commitments entered into by the applicant if an application is declined.

## Part 8: What Happens From Here

Pending availability and suitability, you will receive written approval and an invoice for any fees payable.

## Part 9: Privacy & Personal Information Protection Notice

- Purpose of collection:** This information is being collected for the purpose of assessing, approval and management of event related activities in Parks, Open Spaces, footways and streets in the Council area (Council land).
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service. State Government Authorities required to collate applicable application and approval details.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at [council@cityofsydney.nsw.gov.au](mailto:council@cityofsydney.nsw.gov.au) to access or correct your personal information.
- Storage:** The City Services Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan [cityofsydney.nsw.gov.au/policies/privacy-management-plan](http://cityofsydney.nsw.gov.au/policies/privacy-management-plan).

## Part 10: Applicant's Declaration

- I declare that all the information in the application is to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed or rejected or more information may be requested.
- I acknowledge that if the information provided is misleading, any approval granted may be void. I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I understand that once I have submitted this application an application fee will be payable for which I will be invoiced for.

Applicant's Name\*

Applicant's Signature \*

Date