

Sports ground booking application (casual)



When to use this form

Use this form to book a sports ground for a single or small number of dates, rather than for a winter or summer sporting season. If your event or activity is less than five business days away, please contact the City Amenity Division on 6238 2885.

All bookings are subject to approval and confirmation. Please note that other conditions in addition to those outlined on this application may apply depending on the nature of your event or activity.

For more information please refer to the [City's website https://www.hobartcity.com.au/Community/Parks-reserves-and-sporting-facilities/Make-a-booking](https://www.hobartcity.com.au/Community/Parks-reserves-and-sporting-facilities/Make-a-booking).

Applicant details

Contact person first name Required

Contact person last name Required

Organisation or business name

Position Required

Email address Required

Telephone number Required

Street address Required

Postal address (if different to above)

Preferred contact method (Select 1 option) Required

- email
- telephone
- Australia Post

Booking details

Date of event Required

D	D	M	M	Y	Y	Y	Y
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Day of event Required

Start time (please include time needed for set up) Required

Finish time (please include time needed for pack down) Required

Additional dates or booking times

Approximate number of people attending Required

Ground required (please submit a separate application for each ground required) (Select 1 option) Required

- Clare Street Oval
- Comelian Bay 2-5
- Domain Crossroads West Oval
- John Turnbull Oval
- Lower Queenborough Oval
- Lower Queenborough Oval nets
- Mount Nelson Oval
- New Town Oval
- New Town Oval nets
- New Town Oval turf nets
- North Hobart Oval
- Parliament Street Oval
- Parliament Street Oval nets
- Queenborough Oval
- Queenborough Oval nets
- Queenborough Oval turf nets
- Queens Walk Oval
- Sandown Park 1
- Sandown Park 2
- Soldiers Memorial Oval
- South Hobart Oval
- TCA Ground
- TCA Ground nets
- TCA Ground turf nets
- Wellesely Park
- Wellesely Park nets
- West Hobart Oval

Type of sport(s) to be played Required

Grade of sport (Select 1 option) Required

- competition
- training
- social

Level of sport (Select 1 option) Required

- junior
- senior

What services do you require?

Markings (Select 1 option) Required

- yes
- no

If yes, please give details

Change rooms (Select 1 option) Required

- yes
- no

Lights (Select 1 option) Required

- yes
- no

Keys (Select 1 option) Required

- yes
- no

If yes, please give details

Will alcohol be served or consumed? (Select 1 option) Required

- yes
- no

Is this a charity event? (Select 1 option) Required

- yes
- no

If yes, please provide details

Do you have any other requirements?

Conditions of hire

GENERAL

- Tentative bookings for this facility may be accepted, and will be held for a period of 14 days. The hirer is responsible for contacting the City of Hobart if an extension to this period is required, otherwise the booking will be cancelled.
- Applications for activities on Anzac Day will not be approved unless all events commence after 12.15pm.
- Bookings are not approved until the hirer has received the confirmation letter. Hirers may be required to present the confirmation letter at the venue.
- Payment of applicable fees for casual hirers are to be made prior to the booking being confirmed.
- All bookings are subject to approval and the City reserves the right to refuse bookings.
- All bookings are subject to cancellation by the City, if in their opinion the venue is unfit for use. In these circumstances the hirer will be notified of the closure on the day of the hire.
- All bookings are subject to cancellation by the Director City Amenity, or his/her representative, where wildfire or extreme conditions may pose a threat to users or for any other reason deemed necessary.
- Additional special conditions may apply to any approval. These special conditions will be supplied in the confirmation letter.
- Hiring of the venue is subject to all relevant By-Laws of the City of Hobart and/or any other governing legislation.
- The City of Hobart is to be notified immediately of any change to contact details of the nominated representative of the Hirer using the venue.
- All directions issued by authorised City Officers or members of Tasmania Police are to be followed at all times.
- Any authorised Officer of the City shall at all times be entitled to free access to the facility on official City business.
- Emergency access is to be maintained at the venue at all times.
- No vehicles are permitted on any City of Hobart sports grounds with the exception being vehicles from Emergency Services agencies.
- A Temporary Place of Public Assembly Licence may be required for your event, please phone 6238 2715 for further details.

INDEMNITY AND INSURANCE

- If a booking is approved by the Council as requested by this application then the applicant is responsible for and indemnifies and will keep Council and each of Council's officers, employees, agents and contractors (Indemnified Persons) indemnified in respect of any claim, demand, action, damage, loss, liability, cost, charge, expense, outgoing or payment which Council or any of the Indemnified Persons pay, suffer, incur or are liable for as a consequence of or arising directly or indirectly from any or all of the following: (i) any breach or failure to comply with the conditions of the booking by the applicant and/or the applicant's employees, agents, contractors or invitees; (ii) any unlawful, wilful or negligent act or omission of the applicant and/or the applicant's employees, contractors, agents or invitees; (iii) any event, circumstance, matter or thing being at any time found to be other than as warranted or represented by the applicant, whether in the application, the booking or otherwise.
- By making this application, the applicant is offering to be bound by this indemnity and this may be relied upon by the Council as a binding agreement if a booking is approved.
- This agreement to indemnify does not merge on the expiry or cancellation of the booking, and the applicant will remain bound by the indemnity after the booking has expired or has been cancelled.
- The hirer is responsible for the work health and safety of any and all contractors and subcontractors they may engage on site as part of the event.
- Before each use the hirer must inspect the sports ground and surrounds to ensure the surface is safe and available for use. Should the sports ground be deemed unsafe for play for any reason it is the responsibility of the hirer to cancel usage and inform the City of Hobart.
- Each sports ground inspection must be documented and records kept for viewing by the City of Hobart if requested.
- The hirer must produce, prior to a booking being confirmed, a Certificate of Currency for a public liability insurance policy protecting liability for bodily injury or death to any person or property damage for no less than \$20 million. The Council must be noted as an interested party on the Policy.

USE OF THE VENUE

- All City buildings are non-smoking venues. Any breach of this condition will jeopardise future usage.
- In accordance with the City of Hobart's smoking policy, there is to be no smoking within 10 metres of any playground in any park, reserve or sports ground.
- All sports ground lighting is programmed automatically. Hirers are not to manually adjust lighting under any circumstances.
- The City of Hobart may restrict activities on sports grounds and hirers must abide by the direction.
- Hirers must not remove barriers used to section off any part of the sports ground unless approval is obtained.
- Goal post padding and soccer nets must be removed and stored at the end of each session.
- All pegs used to secure nets and other equipment are to be fully removed from the sports ground surface at the end of each session. If this task is not completed the hirer will be liable for any damage that has resulted to equipment delivering sports ground maintenance programs.
- The erection and removal of all goal structures is the responsibility of the City. Hirers are not to remove or alter this infrastructure at any time.
- Costs resulting from damage to property managed by the City of Hobart or callouts of personnel following non-compliance with these conditions will be charged to the hirer.
- All fixtures or other items brought into the venue are to be removed immediately after completion of the event. An additional charge will be raised to the hirer should the City of Hobart be requested or required to undertake cleaning works as a result of non-compliance by the hirer.
- Any electrical equipment must be tagged and tested by a qualified electrician prior to use. Costs associated with callouts or repairs as a result of this condition not being adhered to will be invoiced to the hirer.
- Hirers must ensure that all litter and waste generated by the function is removed from the venue at the conclusion of the function. The venue is to be cleaned by the hirer. A charge will be raised for any cleaning or waste removal, either requested or required, undertaken by the City. Wheelie bins can be provided upon request and an additional charge for this service will apply. Please contact our Cleansing and Solid Waste team on 6278 0273 or rubbishbinhire@hobartcity.com.au to arrange this service.
- The City will undertake inspections to ensure a venue has been left clean and tidy. An additional charge will be incurred by the hirer if Council undertakes additional cleaning or waste removal as a result of non-compliance.
- Dogs are prohibited in some locations. Please refer to the City's Dog Management Strategy. This document is located on the [City's website](https://www.hobartcity.com.au/Residents/Pets-and-animals) <https://www.hobartcity.com.au/Residents/Pets-and-animals>.
- Noise is to be controlled by the hirer so that the noise level does not disturb the general public and complies with the *Environmental Management and Pollution Control Act 1994* and the Noise Regulations 2004. Separate approval will be required for the use of amplifiers, and all amplified music must cease by 10pm.

KEYS AND SECURITY

- Keys for enclosed venues on which recreational activities are to be conducted may be obtained from the City of Hobart City Amenity Division which is located at the Hobart Council Centre, 16 Elizabeth Street Hobart prior to the event.
- Payment of a bond will be required prior to the collection of keys for casual bookings from the City. This bond will be refunded upon the return of the keys to the City.
- For casual hirers a separate charge is applicable if any keys are not returned within 7 days of the event. This charge also applies to keys lost by seasonal hirers.
- A key bond may be charge as part of seasonal tenancy hire.
- The Hirer is responsible for safe keeping of any allocated keys. Unauthorised use or copying of keys will result in future bookings being terminated.
- Keys are signed out to the hirer and are not to be distributed to any other person without permission from the City of Hobart.
- Hirers are to keep a register of those who have been allocated keys and this information must be provided if requested by the City of Hobart.
- It is the responsibility of the hirer to ensure adequate measures are taken to secure all buildings and gates on vacating the venue.

FEES, REFUNDS AND BONDS

- Payment of applicable fees for casual bookings is due prior to the booking being confirmed.
- Payment by invoice may be requested and is subject to approval by the City. In this circumstance, all fees are still to be paid prior to the event being held. Failure to comply may result in cancellation of the booking and may jeopardise the hirer's future use of the venue.
- Seasonal bookings will be invoiced in instalments during each six month season.
- All fees owing to the City of Hobart ("Council") must be paid by the due date, as specified on each invoice received. Interest may be charged on overdue invoices as determined in accordance with Section 128(2) of the *Local Government Act (1993)*. The City reserves the right to lodge overdue invoices with a Collection Agency to recover the debt. Collection and legal costs incurred by the City in the recovery of fees will be paid by the Hirer.
- Failure to comply with invoice payment may result in cancellation of the booking and may jeopardise the hirer's future use of the venue.
- No refund will be issued for cancellations, unless written notification is received by the City at least 7 days prior to the event.
- Refunds will not be issued to seasonal hirers receiving a discount if the sports ground is closed by the City due to inclement weather. For casual hirers, refunds will be issued for non-use when the sports ground is closed by the City of Hobart.
- No refund will be issued in the event that the hirer elected not to proceed due to inclement weather.
- A security bond may also apply to the booking, at the City's discretion. The applicant is required to pay the bond prior to the function.
- Bonds will be refunded after the event, should no damage be apparent at the post-event inspection. This refund may take 2-3 weeks to process and will be in the form of a cheque. Should the City be of the opinion that damage has been caused to the venue and this damage has not been rectified to the City's satisfaction, rectification of the damage will be undertaken at the hirer's expense and deducted from the bond. Any costs over and above the amounts held will be invoiced directly to the hirer.

MARQUEES, SIGNS AND BANNERS

- Any signs or banners must have prior approval from the City, including their location at the venue.
- Additional costs are associated with erecting marquees. For further information please refer to the fees and charges on the [City's website](https://www.hobartcity.com.au/Council/Fees-and-charges) <https://www.hobartcity.com.au/Council/Fees-and-charges>.
- Tents, signs or other structures must not be erected without the prior approval of the City. Most areas have underground irrigation services, which can easily be damaged unless the location of such services is known.
- All marquees are to be secured using weights. The use of stakes is not permitted. Applicants can apply for special approval to use stakes which will be reviewed and granted at the City's discretion.

Declaration

In making this application: (Select 1 or more options) Required

I declare that the information I have provided is true and correct. Required

I have read and agree to comply with the conditions of hire associated with my booking. Required

I am duly authorised to sign on behalf of the organisation named as the applicant. Required

I agree that by typing my name below I have signed this application. Required

Name of signatory Required

Date Required

D	D	M	M	Y	Y	Y	Y
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For information on how Council manage, handles and protects personal information it collects please refer to the [Privacy Statement and Policy](https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement)
<https://www.hobartcity.com.au/Council/Legislation-and-by-laws/Privacy-statement>.

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