



COMMUNITY & RECREATION SERVICES

Application for Casual Hire

818 Pacific Highway, Gordon NSW 2072 | Locked Bag 1006, Gordon NSW 2072
T 02 9424 0754 F 02 9424 0207 DX 8703 Gordon TTY 02 9424 0875
E recreationbookings@kmc.nsw.gov.au W www.kmc.nsw.gov.au ABN 86 408 856 411

Organisation (if applicable)

Name

Address

Postcode

Email

Fax

Phone (M)

Phone (H/B)

Venue

Date

Start Time

End Time

(See list of venues for hire on next page and include set up and pack up time in booking time).

Type of function/activity

Number of people expected to attend

Special requirements

Please note:

You will need to submit the **Consumption of Alcohol Permit** if alcohol is to be consumed during your booking at a public facility/venue.

This will need to be signed by your local NSW Police station and a copy returned to Council.

You will need to submit the **Events Logistical Information Checklist** if:

- Over 100 people are expected to attend the event
- The event is expected to use more than a single designated area
- Temporary access and/or temporary structures are required
- The event is being publicly promoted

CONDITIONS OF HIRE – STATEMENT OF AGREEMENT

The applicant, by submitting this application, has acknowledged that they have read the conditions of hire and accept all casual terms and conditions of hire and undertakes to comply with all the below conditions and other Council regulations.

Organisation (if applicable)

Name

Signature

Date

Send completed application by email recreationbookings@kmc.nsw.gov.au or fax **9424 0207**.

Please ensure you have written confirmation of your booking prior to arranging event details.

HALLS

- East Lindfield** Community Hall (9 Wellington Road, East Lindfield)
- East Roseville** Community Hall (6 Babbage Road, East Roseville)
- Lindfield Seniors/Community** Hall (259 Pacific Highway, Lindfield)
- Ku-ring-gai Town Hall** (1186 Pacific Highway, Pymble)
- St Ives** Community Hall (St Ives Village Green, Memorial Ave, St Ives)
- Turrumurra Seniors/Community** Hall (1 Gilroy Road, Turrumurra)
- West Lindfield** Community Hall (2 - 10 Bradfield Road, West Lindfield)
- West Pymble** Community Hall (Lofberg Road, West Pymble)

MEETING ROOMS

- Blair Wark VC** Meeting Room (Eton Road, West Lindfield)
- Ku-ring-gai Community Groups Centre** Meeting Room (207 Mona Vale Road, St Ives)
- Ku-ring-gai (Gordon Library)** Meeting Room 1 / 2 (799 Pacific Highway, Gordon)
- Ku-ring-gai Town Hall** Meeting Room (1186 Pacific Highway, Pymble)
- Lindfield Resource Centre** (271 Pacific Highway, Lindfield)
- Lindfield Seniors/Community** Meeting Room (259 Pacific Highway, Lindfield)
- St Ives Library** Meeting Room (St Ives Shopping Village, 166 Mona Vale Road, St Ives)

PARKS

- Echo Point Park** - Upper Area / Lower Area (Babbage Road, Roseville Chase)
 - Bicentennial Park (Golden Grove)** - Lawn Area and Stage (Lofberg Road, West Pymble)
 - Swain Gardens** - Upper Garden / Lower Garden (77 Stanhope Road, Lindfield)
 - Wahroonga Park** (includes Rotunda) (Coonanbarra Road, Wahroonga)
 - Other** (please specify)
-

SPORTSGROUNDS

- Acron Oval** (St Ives)
- Allan Small Oval** (East Killara)
- Auluba (Sir David Martin Reserve)** (South Turrumurra) - Oval 1 / Oval 2
- Auluba 3 (Field of Dreams)** (South Turrumurra)
- Bannockburn Oval (North Pymble Park)** (Pymble)
- Barra Brui Sportsground** (St Ives)
- W A 'Bert' Oldfield Oval (Killara Park)** (Killara)
- Browns Field** (Wahroonga)
- Bryce Reserve** (St Ives)

SPORTSGROUNDS - Continued

- Canoon Road Netball Courts** (South Turrumurra) (number of courts)
- Carrington Park** (Wahroonga)
- Charles Bean Sportsfield** (West Lindfield)
- Cliff Reserve** (Wahroonga) - Oval 1 / Oval 2
- Comenarra Reserve** (South Turrumurra)
- Darnley Sportsground (East Gordon Park)** (East Gordon)
- Edenborough Park** (Lindfield)
- Fiddens Wharf Road Sportsground** (Lindfield)
- Friar's Field** (Pymble)
- George Christie Playing Field** (Wahroonga)
- Golden Jubilee** (Wahroonga) - Front Oval / Back Oval
- Hassell Park** (St Ives) - Oval 1 / Oval 2
- Howson Reserve** (Turrumurra)
- Karuah Park** (Turrumurra)
- Kent Road Sportsground** (Turrumurra)
- Koola Park** (East Killara) - Oval 1(composite) / Oval 2 (Rugby) / Oval 3 (Soccer) / Oval 4 (soccer)
- Lindfield Soldier's Memorial Park (Tryon Road)** (Lindfield) - Upper / Lower Oval
- Lofberg Oval** (Bicentennial Park, West Pymble)
- Lofberg Netball Courts** (Bicentennial Park, West Pymble) (number of courts)
- Loyal Henry Park** (Roseville)
- Mimosa Sportsground (Rofe Park)** (Turrumurra)
- Norman Griffiths Sportsground** (Bicentennial Park, West Pymble)
- North Turrumurra Recreation Area** (North Turrumurra) Synthetic / Turf 1 / Turf 2
- Primula Oval (Princes Park)** (Lindfield)
- Queen Elizabeth Reserve** (West Lindfield)
- Regimental Park** (Killara)
- Roseville Chase Oval** (Roseville Chase)
- Roseville Park** (Roseville)
- Samuel King (North Turrumurra Park)** (North Turrumurra)
- St Ives Village Green** (St Ives)
- The Glade** (Wahroonga)
- Toolang** (St Ives Chase)
- Turrumurra Memorial Park** (Turrumurra)
- Warrimoo Playing Field** (St Ives Chase)
- Wellington Road Sportsground (East Lindfield Park)** (East Lindfield)
- Westbrook Avenue Sportsground (Claude Cameron Grove)** (Wahroonga)

William Cowan (upper part of Village Green) (St Ives)

CRICKET NETS

- Auluba Oval** (number of nets)
- Comenarra Oval** (number of nets)
- Hassell Park** - (near Mona Vale Rd) / (near Mawson St) (number of nets)
- Karuah Oval** (number of nets)
- Koola Park** (number of nets)
- Lindfield Park** (number of nets)
- Lofberg Oval** (number of nets)
- Loyal Henry Park** (number of nets)
- North Turramurra Recreation Area** (number of nets)
- Roseville Park** (number of nets)
- The Glade** (number of nets)
- Turramurra Park** (number of nets)

ST IVES PRECINCT

KU-RING-GAI WILDFLOWER GARDEN (420 Mona Vale Road, St Ives)

- | | |
|--|---|
| <input type="checkbox"/> Caley's Pavilion | <input type="checkbox"/> Picnic Area – Bidwell's Clearing |
| <input type="checkbox"/> Caley's Patio Area | <input type="checkbox"/> Picnic Area – Dampier's Clearing |
| <input type="checkbox"/> Caley's Garden Area | <input type="checkbox"/> Picnic Area – Lambert's Clearing |

ST IVES SHOWGROUND (450 Mona Vale Rd, St Ives)

- | | |
|---|---|
| <input type="checkbox"/> Ashen Track (Equestrian Ring) | <input type="checkbox"/> Mini Wheels Track |
| <input type="checkbox"/> Craft Hut | <input type="checkbox"/> Model Aeroplane Flying Arena |
| <input type="checkbox"/> Control Tower/Broadcasting Box | <input type="checkbox"/> Parking Areas |
| <input type="checkbox"/> Cross Country Track | <input type="checkbox"/> Picnic Area 1 |
| <input type="checkbox"/> Dog Hut B | <input type="checkbox"/> Picnic Area 2 |
| <input type="checkbox"/> Dog Ring 1 | <input type="checkbox"/> Picnic Area 3 |
| <input type="checkbox"/> Dog Ring 6 | <input type="checkbox"/> Picnic Area 4 |
| <input type="checkbox"/> Dog Ring 7 | <input type="checkbox"/> Picnic Area 5 |
| <input type="checkbox"/> Douglas Pickering Pavilion | <input type="checkbox"/> Picnic Area 6 |
| <input type="checkbox"/> Events Area | <input type="checkbox"/> Picnic Area 7 |
| <input type="checkbox"/> Jim Powell Pavilion | <input type="checkbox"/> Princess Anne Equestrian Arena |
| <input type="checkbox"/> Jim Watson Arena | <input type="checkbox"/> Rotary Kiosk |
| <input type="checkbox"/> Louise Lennon Pavilion | <input type="checkbox"/> Radio Control Car Track |

Other (please specify)



Casual Terms and Conditions of Hire

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1. Land and Facilities available for Casual Hire

- Tennis Courts
- Park Hire
- St Ives Showground Facilities
- Sportsgrounds and associated Facilities
- Community Halls and Meeting rooms
- Ku-ring-gai Wildflower Garden

2. Applications

All applications for Casual Arrangements must be made in writing.

Bookings will only be confirmed and entered into Council's booking system once the following have been received:

- Completed application form
- Signed Acceptance of Terms and Conditions of Hire.
- Full Payment for Casual Hire
- Copy of current Public Liability Insurance documents (\$20,000,000.00) naming Ku-ring-gai Council and the relevant Minister as Interested Parties or applicable fees for coverage under Councils' Insurance Provider.
- Bond (if applicable)

The hirer is responsible for ensuring all details and hire arrangements are confirmed prior to commencement of hire.

Hire applications are valid from the commencement and termination times, as specified on the application form. If additional bookings are required, an additional application must be submitted.

3. Hirer's Contact Person

The nominated person on the application form is deemed the primary booking contact person and the person responsible for managing the booking, payment and all obligations under the agreement.

A second person can be nominated, who will be held jointly and severally responsible for all obligations under the agreement.

4. Booking Priority

When clause 2 conditions are satisfied, bookings are entered into Council's booking system and confirmed. Land and facilities subject to lease, licences and permanent hire agreements are always given priority over casual bookings.

5. Fees and Charges

All bookings will be charged according to Council's adopted and Current Fees and Charges.

Extra charges can be levied at Council Officer's discretion based on additional service requirements or penalty rate.

6. Hours of Use

- **Parks & Sportfields** 8:00 am to 6:00 pm
- **Floodlit areas** Permitted for use until 9:30 pm
excluding weekends or public holidays
- **Community Halls & Meeting Rooms** 8:00 am to 12:00 am [7 days a week]

7. Bonds and Keys

A cash bond may be required depending on the land or facility hired. It is the responsibility of the hirer to submit the bond with all completed paperwork.

The hirer will be responsible for the cost of any damage caused to the grounds, building, or contents. Bonds will be refunded subject to the hired facility being in the condition prior to the hire period. Any costs incurred by Council Officers or its agents' will be deducted from the cash bond, prior to its return to the hirer. Additional charges will be disclosed on the invoice provided.

The Council is not responsible for any loss or damage to any property belonging either to the hirer or any other person attending during the hire period.

Keys or passes are provided to the hirer upon booking confirmation and payments processed. Keys are to be collected from Ku-ring-gai Council Chambers, 818 Pacific Highway, Gordon, between 8.30am and 4.30pm Monday to Friday. Keys must be returned to Council on the first working day after a hire period. In the event of keys being lost or not returned to Council there will be a charge for replacement of the key which will be deducted from the bond. Keys must not be passed to any other person or organisation.

All oval hire includes the use of the amenities block (toilet and change rooms) where applicable. Toilets at all Parks and Sports field locations are open at all times.

8. Condition of Hired Land and/or Facility

It is the responsibility of the hirer to inspect the hired facility or land prior to the commencement of the hire period to ensure its condition is fit for the purpose of the hire. Any issues should be reported to the relevant Council officer prior to its use.

Hirers should have regard to the Wet Weather Policy www.kmc.nsw.gov.au/wetweather.

The hirer must ensure the site is left in good order and condition after the hire period by ensuring the premises are clean and tidy, all rubbish is removed and any damage is reported and repaired.

Council officers may inspect the hired facility after the hire period to ensure compliance by the hirer. Costs of any works required to make good the facility will deducted from the bond and/or additionally invoiced.

9. Conduct and noise

Council requires that hirers undertake their permitted activities without adversely impacting on the amenity of nearby neighbours.

The hirer is responsible for the conduct of all people in attendance during the hire period and for the maintenance of good order generally.

The level of noise emissions from equipment or activity in the designated hired area must comply with the relevant legislation and policies.

The hirer agrees to ensure that all cars are parked only where permitted, and within marked parking spaces. Hirer is responsible for managing the local impact of any vehicle or crowd traffic related to their activity.

The hirer is also responsible for the behaviour and quiet departure of all people from the designated hired area at the end of the hire period. Should it become necessary during the hire period for the hirer to leave the facility he/ she must nominate a responsible person to act on his/ her behalf.

10. Illegal use of Council's Land and Facilities

Occupation and usage always must be subject to Permanent Hire Agreement.

Council reserves the right to remove all unauthorised non-Council locks and remove and dispose if any equipment left in any Council owned building. Council is not responsible for any loss or damage of any property.

All hirers must comply with relevant Council policies, bylaws and legislation. Failure to comply with the terms and conditions of the Hire Agreement, a council ranger or officer, council policies, bylaws and legislation can result in the termination of a hire agreement, punitive charges or prosecution.

It is prohibited to bring any chemicals or hazardous substances into any Council facilities.

11. No Smoking Agreement

Smoking is banned in all facilities and on all lands owned by Council. It is also prohibited within 10 meters of all children's play areas under Council's care.

It is the responsibility of the event organizer to self-manage this ban and to encourage people attending the event to support the no-smoking policy position.

12. Indemnity and Insurance

The hirer is responsible to ensure that a Public Risk Policy (Public Liability Policy) to the value of \$20,000,000 is affected for the period of hire. The policy must note the Council and relevant Minister as the interested parties.

The hirer indemnifies Council and relevant interested parties from and against all actions, suits, claims, demands and costs, charges, damages and expenses to which the council may become liable for or in respect of the death of any person or any loss, accident or injury of whatsoever nature or kind and whether to property or persons or in the vicinity of the hired facility.

The hirer is to provide evidence of insurance prior to the booking confirmed into Council's Booking System or pay associated insurance fees for Public Liability Insurance coverage by Council. The hirer is not to void the insurance at any time during the hire period.

13. Cancellations and rescheduling

All cancellations or alterations to booking arrangements must be made in writing.

- Where (2) two weeks or more notice is given, there will be no charge.
- Where less than (2) two weeks notice is given, the hire fee for the booking will be charged in full or the hirer has the option of selecting an alternative day or facility.
- The Booking Administration Fee will be charged for confirming new bookings.
- Council reserves the right to:
- Cancel any booking with (2) two weeks notice or if the venue is unfit for the purpose of the intended hire.
- Relocate hirers to another facility or venue fit for the purpose of the intended hire with reasonable notice.
- Effect immediate cancellation of any function if deemed necessary by the General Manager.
- Refuse bookings for functions it deems inappropriate.

Council will not be liable for loss or damage or otherwise in consequence of the exercise of this right.

The Booking Administration Fee is non-refundable.

14. Alcohol Consumption

The sale or consumption of alcohol is prohibited unless the hirer is legally licensed.

The hirer should display any liquor permit at all times during the hire period when alcohol is being consumed.

Hirers are required to complete a Consumption of Alcohol Permit, to be obtained from the NSW Police or Council.

No glass containers must be used or sold on Council owned and/or managed sportsgrounds.

15. Sale of Food on Council Land

Council's Temporary Food Stalls Code, Mobile Food Van Code and the Guidelines laid out in the Fact Sheets for Charities and Community Organisations on the Food Safety Standards can be obtained from www.foodauthority.nsw.gov.au and regulations applied.

Any organisations planning to prepare and sell cooked or heated foods must contact Council's Environmental Health Officers to discuss food hygiene requirements. An inspection may be required at the hirer's cost. Details of inspections and costs can be obtained from the Environmental Health Officers.

16. Advertising

Advertising for functions or activities must be in accordance with the Ku-ring-gai Planning Scheme Ordinance DCP 28, the Local Government Act, 1993 and Associated Acts.

17. Decorations and Structures

Approval from Council is required for the erection of decorations, streamers, bunting, flags or structures on the hired facility.

18. Electrical Installations

Council approval is required prior to installation of any electrical equipment.

All electrical equipment is required to be properly tagged and tested.

19. Equipment Storage

Storage of equipment at Council facilities is only permitted with a current licence agreement or seasonal facilities rental contract.

Council reserves the right to remove and dispose of any equipment left in amenities buildings without Council consent and forward charges for the removal cost to the club.

20. Council Access to facilities

Council reserves the right for its officers or agents to access any Council facility at any time for inspection or maintenance purposes.

21. Penalty Charges

Penalty charges will apply if:

- The premises its facilities and surrounds are not left in a clean and tidy condition after each hire period.
- Chairs and tables are not put away in the correct storage areas (unless prior arrangement has been made with Community & Recreation Services Booking staff) at the end of each hire period.
- Doors and / or windows are not properly secured at the end of each hire period and/or lights and heaters are left on.
- Garbage is not correctly disposed of at the end of each hire period.
- Hirers access a facility before the start of their hire periods or fail to vacate the premises at the end of their hire periods.

Penalty hire rate will be calculated at twice the appropriate hourly rate for a minimum of 2 hours.

Hirers will be invoiced for payment of penalty charges. If penalty charges remain unpaid after a period of twenty-one (21) days:

- The matter will be referred to the Council's debt collection agency.
- Further hire periods will be cancelled.