

1. All Associations to be responsible for the actions and conduct of member Clubs including the payment of ground fees for their respective sports.

2. Bookings will not be accepted over the telephone and the following will apply in relation to:

TRAINING

- No training is permitted until Council has been notified in writing. Failure to notify Council may result in the ground not being made available for future training.
- All bookings are required to be submitted using the appropriate form as supplied by Council. Other forms will not be accepted.
- Training information is to be received at least two (2) weeks prior to the commencement of training sessions.
- Failure to submit full training schedule in the required format and/or within the required timeframe, will result in a late administration fee for each week of non-compliance as per Council's Fees & Charges.
- When training is booked for the entire season and the team does not reach finals, and training is no longer required, those dates must be cancelled within the required timeframes as detailed below or clubs will be charged as per the original draw.

COMPETITION

- Full competition draws must be submitted to Council at least seven (7) days prior to the commencement of competition matches.
- Allocation of grounds to clubs that do not forward their competition draw recognised until a draw is submitted. This may result in the field being allocated to another organisation.
- Dates and venues for semi-finals and finals to be nominated before the commencement of these matches. Failure to notify Council within a timely manner may mean that grounds will not be maintained or prepared to the required standard.

CANCELLATIONS

- No cancellations will be accepted, with the exception of:
 - where grounds are closed by Council (these will automatically be processed prior to accounts being issued),
 - where a team does not reach the finals and training is no longer required,
 - where there are major changes to the competition draw previously submitted.
- Cancellations need to be notified using the appropriate form as supplied by Council. All cancellations by the club must be submitted to Council within four (4) weeks of the cancellation being made. Should notification of the cancellations not be received within this timeframe, they will not be accepted.
- Cancellations can be either faxed to 4227 7544, or emailed to sportsbookings@wollongong.nsw.gov.au
- No cancellation notifications will be taken over the phone.
- Closure of Council grounds will be notified via Council's website <http://www.wollongong.nsw.gov.au/facilities/sportrec/Pages/sportsgrounds.aspx> and the local radio stations (i98FM, Wave FM and ABC Radio).

When utilising Council's playing fields the Hirer agrees to comply with the following,

3. Noise is to be controlled by the Hirer and is not to create a nuisance to nearby residents. Therefore, the use of public address systems, large sound systems and other activities that generate excessive amounts of noise cannot be used without permission of the Wollongong City Council Sportsfields Coordinator.

4. The public address system is to be used for important announcements only and commentary will not be permitted. The Hirer is to comply with the requirements set by the Environment Protection Authority.
5. Grounds where turf wickets are located will be unavailable for winter sports after 1 September each year.
6. The use of weed killer, lime or oil based markers are strictly prohibited on all Council fields. It is recommended that an acrylic-based paint be used for such line marking.
7. It is imperative that Clubs make bookings for grounds for training, trial games and matches other than competition fixtures through their appropriate Association. The Association will then make the booking with the Council on behalf of the Club concerned. The applicable Association will be responsible for the payment of the ground hiring fees.
8. Ground markings will not be made by Council and are to be carried out by the Association or Clubs. Council will not give assistance with equipment for such line markings.
9. The Hirer must accept responsibility for any claim, which arises regarding damage or accidents, which may occur during your occupation of the playing field and is liable for the restoration of any damage resulting from these activities.
10. Council is responsible for the cleaning of toilet facilities on Council grounds however it is the park user's responsibility to ensure that the change rooms are kept in a neat and tidy condition throughout the season.
11. Users must inspect structures, goal post, in-ground sprinklers, etc. for safety prior to use of the playing field. Any unsafe facilities/grounds should not be used, and should be reported to Council immediately.
12. The hirer shall be liable to prosecution should any interference with the electrical wiring, switchboard or sound equipment at the playing field, or any alteration to Council's property occur. The use of double adaptors is not permitted at any Council playing field. All electrical appliances must be tested and carry a current tag. All electrical devices must be protected by an Residual Current Device (RCD) / Earth Leakage Circuit Breaker (ELCB).
13. It is essential that before any holes are dug, or stakes, pegs, star pickets or bollards are driven into the ground that a service supply scanner is used to verify that there are not any services located in the affected area.
14. Associations are to arrange to have the area cleared of litter at the conclusion of their matches/training or in the event of failure to clear the area the Association will be required to meet the costs incurred by Council in so doing. It is also the Association/Clubs responsibility to provide a suitable waste container for their period of use (ie large Thiess bins).
15. The permit and the use of the playing field is subject to compliance with any direction given by any authorised officer of Wollongong City Council or Police Officer in the course of his duty.

16. Where more than one Association has been allocated a playing field, it shall be necessary for the Associations to confer so that there will be no dual booking of any field.
17. If the previous season's ground hire fee is not paid to Council within one month of the closing of season, the defaulting organisation shall not be considered for ground allocations the following season.
18. Grounds will generally be unavailable to winter sports training and trial matches between 31 October and 31 January each year where summer bookings are in place.
19. Grounds not used for summer bookings may be booked for training from 1 January.
20. Goal posts will not be made available until competition commences because of the use of the fields by summer sports.
21. Any fire restrictions that are in force during this period are to be adhered to. No fires are to be lit except in properly constructed fireplaces/ barbecues. No trees are to be cut or lopped.
22. Vehicular access to the sportsground is restricted to the time required to load and unload materials. No vehicle shall remain on the playing field 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.
23. All sporting codes shall have Public Liability Insurance to the extent of \$10M. This policy shall also indemnify Wollongong City Council.
24. If an entry fee is charged on fields booked through Council (leased fields exempted), notification of annual revenue must be forwarded to Council within one month of close of season.
25. Please note that all Wollongong City Council sporting grounds are NO SMOKING areas.
26. The sale of alcohol on Council grounds is strictly prohibited unless a function license has been obtained and a copy forwarded directly to Council. Please note that the sale of alcohol/drinks in glass is prohibited at all times.
27. Keys for access to gates and/or amenities, can be obtained from Council's Administration Building, 41 Burelli St, Wollongong between 9am and 5pm weekdays. Please note that there is a refundable key deposit payable when picking up keys. As these keys are required to be used by the summer sporting codes, it is essential that they be returned within one (1) month from the end of season. Unauthorised copying of keys is a criminal offence.
28. The organiser is responsible for event/field set up in such a way that it prevents damage to people or property by providing adequate precaution i.e. temporary netting or fencing. All star pickets are to be capped, flagged bunting is the preferred method of connecting star pickets.

29. Should mobile food stalls be operating during the event, you will be required to comply with the NSW Food Act 1989, the Food Regulation Act 2000 and Food Regulations 2001.
 30. The Sportsfields Coordinator and Council reserve the right to cancel this booking immediately, should such action be considered necessary.
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PLEASE COMPLETE THE FOLLOWING AND RETURN THIS PAGE WITH
CURRENT INSURANCE DOCUMENTATION AND ACCOMPANYING DRAWS

Name of Club: _____

Competition Coordinator

who to contact if there are any questions about training/competition schedules

Name: _____
(Please Print)

Daytime Phone: _____ Mobile: _____

Treasurer

where invoices should be mailed to

Name: _____
(Please Print)

Mailing Address: _____

Please sign and return a copy as an acknowledgement of your Association agreeing to the Terms & Conditions of Council's Parks & Playing Fields. This is required to be returned prior to any bookings to be made.

Name of Association: _____

Position in Association: _____

Name: _____
(Please Print)

Signature: _____ Date: _____