



**KEMPSEY SHIRE COUNCIL
SPORTS GROUND SEASON BOOKING**

Postal Address:

Street No. Address

Suburb/Town State Postcode

Phone Number Fax Number

Mobile

Email

SECTION B – Training

Field one

Council Reserve or Park

Place a cross next to the required day

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Date of Event

From / / To / /

Time of Event

From : AM/PM To : AM/PM

Estimated Number of Participants

Do you require lights?

Yes No

If yes, fees will apply as per Council’s fees and charges.

What time do you require the lights?

From : AM/PM To : AM/PM



KEMPSEY SHIRE COUNCIL SPORTS GROUND SEASON BOOKING

Field two (if required)

Council Reserve or Park

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Place a cross next to the required day

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
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Date of Event

From DD / MM / YY To DD / MM / YY

Time of Event

From : AM/PM To : AM/PM

Estimated Number of Participants

Do you require lights?

Yes No

If yes, fees will apply as per Council’s fees and charges.

What time do you require the lights?

From : AM/PM To : AM/PM

SECTION C – Competition

Field one

Council Reserve or Park

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Place a cross next to the required day

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
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Date of Event

From DD / MM / YY To DD / MM / YY

Time of Event

From : AM/PM To : AM/PM

Estimated Number of Participants



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Do you require access to Council's flood lights?

Yes No

If yes, fees will apply as per Council's fees and charges.

What time do you require the flood lights?

From : AM/PM To : AM/PM

Field two (if required)

Council Reserve or Park

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Place a cross next to the required day

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday
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Date of Event

From DD / MM / YY To DD / MM / YY
 / / / /

Time of Event

From : AM/PM To : AM/PM

Estimated Number of Participants

Do you require lights?

Yes No

If yes, fees will apply as per Council's fees and charges.

What time do you require the lights?

From : AM/PM To : AM/PM

SECTION D – Waste Management

Do you want Council to supply additional garbage bins? (fees apply)

Yes No

Number of general waste bins required

Number of recycling bins required



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SECTION E - Amenities

Do you require the use of Council amenities?

Yes No

Do you have an access key?

Yes No

If no, Council may supply a key and a fee may be charged.

SECTION F - Food

Will you sell food at the event?

Yes No

If yes, you must comply with the NSW Food Authority Food Handling Guidelines for Temporary Events available from www.foodauthority.nsw.gov.au

Have you read and understood the guidelines and will comply with them for the duration of the event?

Yes No

Do you require Council to open the canteen?

Yes No

Will you engage any independent mobile food operators?

Yes No

If yes, independent food operators must supply a copy of their approval to operate.

Place a cross (x) in the box if any of the following hazardous foods will be prepared:

- Raw and cooked meat or foods containing raw or cook meat
- Dairy products and foods containing dairy products
- Seafood (excluding live seafood) and foods containing seafood
- Processed fruits and vegetables
- Cooked rice and pasta
- Processed foods containing eggs, beans, nuts or other protein
- Foods that contain any of the above such as sandwiches



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If you have selected any of the above items Council's Health Officer may be in contact with you.

Will you give away food at the event?

Yes No

SECTION G - Alcohol

Will you sell alcohol at the event?

Yes No

If yes, you must obtain a liquor licence from the Liquor Administration Boards NSW and a copy of your licence must be supplied to Council.

Is a copy of your licence attached?

Yes No

A separate application for the consumption of alcohol must be submitted to Council. The application form is available from www.kempsey.nsw.gov.au

Is your consumption of alcohol form attached?

Yes No

SECTION H - Safety

The applicant must provide an agreed level of first aid, paramedical and medical facilities at the event depending on the type of event, number of people in attendance and associated risk.

Name and contact phone number of first aid officer: _____

SECTION I - Child Protection

Will your event involve children 18 years and under participating in activities?

Yes No

All paid and volunteer workers at the event who will have direct and unsupervised contact with children 18 years and under must read, understand and comply with the Commission for Children and Young People Act 1989 available from www.austlii.edu.au

As the applicant you are responsible for ensuring that all paid and volunteer workers are aware of the legislation and that each paid or volunteer worker has completed a Prohibited Employment Declaration available from www.kids.nsw.gov.au and will be kept for the applicants own records.

SECTION J - APPLICANTS SIGNATURE AND CONDITIONS

I agree as the applicant that the participants undertaking the activity and the paid and volunteer workers will abide where applicable by the following conditions:



KEMPSEY SHIRE COUNCIL SPORTS GROUND SEASON BOOKING

1. Council is not responsible for injuries sustained or damage to surrounding property caused by the playing of sport.
2. The applicant must have a current public liability policy covering at least \$20,000,000.00.
3. Council will set out and line-mark the grounds for the commencement of the season. Any follow-up marking during the season will be the responsibility of the applicant. Council has provided a line marker to a number of clubs for this purpose. If you do not have access to a line marker please contact Council's Open Space & Recreation Coordinator if one is required. One week notification is necessary for Council to provide this service. Alternatively Council can provide a private works quote to undertake additional line marking. Fees are payable prior to Council undertaking these works.
4. A copy of your official draw is to be forwarded to Council as soon as practicable, and prior to the official start date.
5. The use of lighting will incur a cost.
6. Council's grounds, including perimeters, spectator areas, and amenities must be left clean after use. Users will incur a cost for additional cleaning.
7. Council reserves the right to carry out ground maintenance work at any time on its fields. Advance notice will be given where possible.
8. Only one key will be issued per club; additional keys can be obtained at a cost.
9. Council will endeavor to notify users of any field closures by phone or fax on a number provided by the club prior to the booking if grounds are closed.
10. It is the applicant's responsibility to determine the condition of the grounds at all times unless notified otherwise by Council.

Signature of Applicant _____ Date: _____