

casual sports booking application form

To ensure prompt processing of your application, please ensure the following is attached:

- The casual booking fee of \$28 with your completed application form.
- A copy of Public Liability Insurance for \$20,000,000.

contact details			
booked by:			
position:			
organisation: (if applicable)		ABN:	
address: (correspondence)	suburb/town/city	state	postcode
address: (street)	suburb/town/city	state	postcode
telephone:		mobile:	
fax:		email:	
name of first aid officer:			
qualifications:			

booking details				
Please ensure all details are complete and grounds / facilities are identified using numbers on the map provided.				
area to be booked:	<input type="checkbox"/> Centennial Park	<input type="checkbox"/> Queens Park	<input type="checkbox"/> Moore Park	
number of people:		number of officials:		
day and date:	start time:	finish time:	field no. / wicket no. / area:	sport / activity:
/ /				
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/ /				

payment details

Please refer to the fees and charges to determine your payment:

<input type="checkbox"/>	\$ 28	casual booking fee (for all new bookings)
<input type="checkbox"/>	\$ 23	amendment fee (only if amending an existing booking)
<input type="checkbox"/>	\$	additional items (please refer to http://www.centennialparklands.com.au/about/fees_charges)
<input type="checkbox"/>	\$	total hire fee (please refer to http://www.centennialparklands.com.au/about/fees_charges)
TOTAL \$		

method of payment:	<input type="checkbox"/> Cheque (payable to the Centennial Park and Moore Park Trust) <input type="checkbox"/> Credit Card (VISA, Master Card, Bank Card – please complete details below) <input type="checkbox"/> Cash <input type="checkbox"/> Invoice required		
card number:	<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"/>		
expiry date:	<input type="text"/> / <input type="text"/> / <input type="text"/>		
cardholder's name:			cardholder's signature:

remittance details

Post your application, insurance and cheque or credit card details to:

Centennial Parklands
 Locked Bag 15
 PADDINGTON NSW 2021

Email your application, insurance and credit card details to:

sport@centennialparklands.com.au

Hand your application, insurance and cash, cheque or credit card details to:

Centennial Parklands Administration
 CENTENNIAL PARK
 Behind the Café

Fax your application, insurance and credit card details to:

(02) 9380 5541

Please refer to the attached conditions of use before signing.

I hereby certify that I have read and understand the conditions of use relating to the use of Centennial Parklands grounds and facilities and that the foregoing information is correct to the best of my knowledge. I also undertake to advise Centennial Parklands should there be any alterations or additions to the information supplied.

signature of applicant:		on behalf of: (name of organisation)	
print name of applicant:		date:	/ /

Please note:

1. Your application will not constitute a booking until you have received confirmation in writing from the Trust and your payment is received.
2. Once this application has been confirmed, it is the responsibility of the signatory of this application to ensure payment is forwarded to the Trust within 30 days of the invoice date. The signatory is liable for payment of due fees and charges.
3. Payments that remain outstanding may result in cancellation of the booking or inability to book facilities in the future.
4. It is advisable that you carry your booking confirmation on the day in case of dispute.
5. Please contact Ranger Security on 0412 718 611 for any issues on the day of your booking.

casual sport hire - conditions of use

These conditions of use must be agreed to by the hirer at the time a ground or facility is booked. It is the hirer's responsibility to ensure that all members of their organisation are familiar with the conditions.

1. APPLICATION

- a) All bookings must be paid for in advance.
- b) Applications for the use of a ground or facility will only be considered on receipt of a completed application form accompanied by the Casual Booking Fee and a copy of the hirer's current public liability insurance certificate.
- c) A Late Payment Fee will apply to bookings that are not paid for by the due date on the invoice.
- d) Any additional bookings or alterations to bookings must be submitted on a separate application form and accompanied by a non-refundable booking amendment fee.
- e) Booking applications lodged less than 48 hours prior to the date that the activity is taking place may not be accepted.
- f) Confirmation of booking should be carried during use of facilities in case of disputes.

2. HIRE PAYMENTS

- a) Hirers must pay ground fees in full 30 days after confirmation of booking has been received, or before the date of the booking, whichever comes first.
- b) Primary schools may book the facilities during school hours (9.00 am - 3.00 pm) during term time for up to 4 hours a day at no cost (casual booking fee applies).
- c) Fees are reviewed annually and revised fees take effect from 1 August each year.
- d) See also 1a, 1b and 1c.

3. CANCELLATION

- a) **The Trust reserves the right to cancel a booking if:**
 - i) In the opinion of the Director and Chief Executive (or his/her nominated representative) the ground or facility is unsafe for use.
 - ii) In the event of urgent remedial work.
 - iii) Where a ground or facility is not being used for the nominated purpose.
 - iv) Where fees are outstanding.
- b) **The hirer reserves the right to cancel a booking if:**
 - i) In the opinion of the hirer the ground or facility is unsafe for use. (If there is any doubt as to

whether the ground is playable, call Ranger Security on 0412 718 611)

- ii) Where written notification of cancellation by the hirer is received by the Trust no later than 14 days prior to the date on which the ground or facility is booked.

- c) See also 4a.

4. REFUND/CREDIT

- a) The casual booking fee will be retained when casual bookings that have been confirmed by Centennial Parklands in writing are cancelled by the hirer.
- b) The casual booking fee and 50% of the hire fee will be charged for bookings cancelled by the hirer within 7 days of the activity date.
- c) NO refund will be given for bookings cancelled by the hirer within 48 hours of the activity date.

5. WET WEATHER

- 1) The hirer is responsible for contacting the Wet Weather Line (02) 9339 6670 in the event of inclement weather. Should the fields be closed by Centennial Parklands due to wet weather, hirers will be entitled to a refund or credit.
- 2) Refunds will not be given for cancellation of games by the hirer due to wet weather, unless officially closed by Centennial Parklands.

5. DAMAGE

Any damage to the grounds or facilities being used must be detailed in writing and reported immediately to the Recreation Liaison Officer. The cost of restoring the grounds and buildings will be charged to the hirer.

6. CLEANING OF FACILITIES

It is the responsibility of the hirer to ensure that grounds and facilities are maintained in a clean and tidy state at all times. The cost of any excessive cleaning and ground restoration by the Trust will be charged to the hirer. If a facility or ground is found to be in disorder at the commencement it should be reported to Ranger Security on 0412 718 611.

7. INSURANCE

- a) The hirer will not do or permit to be done or leave undone, anything which will affect the Trust's insurance policy or policies to fire or public risk in connection with the field or facilities and the hirer hereby agrees to indemnify the Trust and its

officers to the extent that such policies are affected through any such act.

- b) The hirer will take out and keep in for the period of use the following insurance policies with a company approved by the Trust:
 - i) Public Liability insurance with a limit of liability of no less than \$20,000,000. This policy is to be in the joint names of the hirer and the Centennial Park and Moore Park Trust.
 - ii) Workers Compensation insurance in respect of any employee of the hirer who is employed in connection with the use of the premises under the terms of this agreement.
- c) Where more than one party comprises the Insured each of the parties shall be considered as a separate and distinct unit and the word Insured shall be considered as applying to each party in the same manner as if a separate policy had been issued to each of the said parties provided that nothing in this clause shall result in an increase of the insurers Limit of Liability in respect of any Occurrence or Period of Insurance.
- d) The hirer shall provide a copy of public liability insurance to the Trust (which should note the Trust's interest) with the application form.

8. ACCIDENT INDEMNITY

The hirer shall be responsible for any accident, loss, damage or injury sustained by any person using the field or the facilities during the time these facilities are allocated to the user, notwithstanding that such injury arose from or by reason of any defect with the facilities and the hirer agrees to indemnify the Trust against all claims and demands made or costs or expense incurred in connection with such actions. The hirer is required to provide the Recreation Liaison Officer with written details of any accident loss, damage or injury sustained by any person within three days of the date of the accident occurring.

9. THEFT

The Trust will not be liable for any loss or damage sustained by the hirer or any persons, firm or corporation entrusted to or supplying any article or thing to the hirer by reason of any such article or thing being lost, damaged or stolen and the hirer agrees to indemnify the Trust against any claim by any such person, firm or corporation in respect to such article or thing.

10. BREACH OF CONDITIONS OF USE

Any breach of any one or more of these, conditions and/or Centennial Parklands Regulations may, at

the discretion of the Trust, result in the use of the sporting fields and its associated facilities, or both, being withdrawn.

11. SUB-LETTING

The field or facility must not be subject, transferred or re-assigned to any other organisation or individual.

12. DISPUTES

In the event of any dispute or difference arising as to the interpretation of these conditions, or of any matter contained in them, the decision of the Manager Visitor Programs will be final and conclusive.

13. SAFETY EQUIPMENT

The Trust will not supply any safety equipment necessary for using the grounds or facilities. Safety equipment must be provided by hirer.

14. GENERAL PARK RULES

Centennial Parklands Regulations prohibit the following:

- a) Parking or driving vehicles on fields or other grassy areas, footpaths, cycle tracks or horse tracks.
 - b) Commercial activities including the collection of money, sale of food, drinks, services and merchandise.
 - c) Display or distribution of advertising material.
 - d) Signs or banners without written approval of the Director and Chief Executive.
 - e) Filming or photography for commercial purpose except with the written permission of the Trust or Director and Chief Executive.
 - f) Erection of structures such as tents, screens and awnings without prior approval.
 - g) Public address systems and amplified music.
 - h) Leaving rubbish, litter and other waste material in places other than in the Park's rubbish bins /recycling stations.
 - i) Use of insulting, threatening or indecent language.
 - j) Offensive or indecent behaviour.
 - k) Non-compliance with directions given by the Trust, Director and Chief Executive, Police or any other authorised person.
 - l) Damage to grass, trees, and other vegetation or wildlife.
 - m) Damage to buildings, structures and equipment.
- Centennial Park is open to vehicles from sunrise to sunset. All vehicles must vacate the park prior to sunset or be subject to a gate opening fee.

FURTHER INFORMATION

For further information please contact the Recreation Liaison Officer on (02) 9339 6699.