



CASUAL HIRE OF SPORTSFIELDS

REQUEST TO BOOK COUNCIL'S SPORTSFIELDS

Council approval is required for formal sports and recreational events held in Council's parks and sportsgrounds.

- Please allow minimum ten (10) days for processing of this application
- Refer to the "Terms and Conditions of Hire Guideline" when completing this application
- Do not attach payment with this application. Council will assess your application and contact you regarding outcome of assessment.
- Events involving more than 500 people must use Large Events Hire Application Form

Mail	In Person	Phone	9748 9957
Parks Hire	Customer Service	Fax	9748 9914
Strathfield Municipal Council	65 Homebush Road	Website	www.strathfield.nsw.gov.au
PO Box 120	Strathfield	Email	council@strathfield.nsw.gov.au
STRATHFIELD NSW 2135	Mon-Fri 8.30am-4.30pm		

Applicant Details

Organisation _____

Contact Name _____ **Title (Mr/Ms/Miss)** _____

Postal Address _____ **Postcode** _____

Telephone _____ **Fax** _____

Email _____

Signature _____ **Date** _____

Event Details

Description of Proposed Event _____

Type of Event (please tick) **Commercial** **Community/Non-profit**

Location of Event _____

Date(s) _____

Event Duration _____

Hours of Use _____

Approx no. of participants _____

Activities requiring approval

Please tick which activities, if any, you seek approval for and provide full details of your proposal in the section:

- Installing a temporary structure on land eg marquee, stage
- Placing waste storage container(s) or portable toilet(s) in a public place
- Set up, operate or use a loud speaker or sound amplifying device
- Installing or operating an amusement device (within meaning of OH&S Act 2000)

If you are seeking approval for any of the above, please provide full details in the section below

Install temporary structures eg marquee or stage: *Do you intend to install marquee(s) or a stage? Please provide details such as type, size etc and also indicate on a site plan where you wish to install these structures.*

Noise generating activities: *do you intend to use electronic equipment that generates noise eg public address system, speakers? Please provide full details and mark the proposed site of equipment on a site map.*

Amusement Devices: *Do you intend to hire amusement devices eg jumping castles, merry go round? Note use of amusement devices requires completion of the Application to Operate an Amusement Device Form*

Placing waste container or portable toilet: *do you intend to use a waste container or portable toilet? Please provide full details and mark the proposed site of this equipment on a site map.*

Event Management

When planning your event, you must consider the following:

Insurance Council requires that all applications include a copy of current \$10M public liability insurance. Please attach copy with this application.

First Aid Procedures Council expects that clubs and organisations operate safe events. Therefore, what arrangements have been made for first aid if necessary?

Toilets Many parks and sporting facilities provide public toilets, however your event may be held at times when the toilets are not available. Council recommends that you obtain a toilet key. A bond is payable, which is fully refundable upon return of key to Council.

Do you require a toilet key? Yes No

Waste Management Council requires that you plan in advance how you will manage waste generated from your event. There are two options: you can apply to Council for additional waste bins (for a fee) or pay a bond, which is fully refundable.

Do you wish to pay a bond? Yes No

Do you require additional waste bins? Yes No

If Yes, how many? _____

Application Checklist

Please check your application and ensure the following are provided

- Complete all required sections of form
- Attach Amusement Device Application (if relevant)
- Attach copy of \$10M Public Liability Insurance Policy
- Attach Site Plans (if relevant) indicating proposed location of temporary structures, noise generating devices, portable toilets etc

Declaration

All information supplied on this application is true and correct. I have read and I understand the terms and conditions of hire and will abide by these conditions. Privacy Statement: Strathfield Council collects and stores the information you voluntarily provide to enable processing of this application. Your personal information will be used for the primary purpose for which it is collected and may be disclosed to government and other authorised agencies for the purposes stated above. Personal information will be managed in accordance with the *Privacy and Personal Information Protection Act 1998* and may be accessed by the individual to whom it relates on request to Council's Public Officer.

Name: _____

Signature: _____ Date: _____