

Hirer Information and Contact Information

Please complete **ALL DETAILS BELOW** *accurately*

Organisation/Club/Group Name: _____

Club Registration Address:

Main Contact Person Full Name:

Phone (W):

Mobile:

Email:

Secondary Contact Person Full Name:

Phone (W):

Mobile:

Email:

Please complete and submit the excel request form provided. Example of the form shown below:

[illegible]

If pdf version is required, please request through Booking@strathfield.nsw.gov.au

To ensure a smoother application process, Council recommends your organisation / club / group to work collaboratively with other organisations / clubs / group to resolve any competing field requests before completing the request form.

Questions

When completing the request form, have your Organisation / Club / Group consulted and worked collaboratively with other Organisations / Club / Group? *Please tick* Yes ☐ No ☐

If yes, please list the Organisations / Club / Group? _____

Note:

All 15-minute interval on your application will automatically be charged at 30 minutes.
The request time must include your preparation and pack up time.

You may request multiple fields on the application form.

Other Requirements

Please select all applicable requirements:

- ☐ Line Marking (additional cost)
- ☐ Flood Lights (additional cost)
- ☐ Swipe card to Storage (additional cost & require key bond)
- ☐ Swipe card to Change Rooms (additional cost & require key bond)
- ☐ Only outside of operating hours Swipe card to toilets (require key bond)
- ☐ Canteen (additional cost)
- ☐ Public Liability Insurance Policy noting Strathfield Council as an interested party.
- ☐ Waste Management Plan
- ☐ Traffic and Parking Impact Plan
- ☐ Risk Assessment

Council will not provide access to disable toilets hirers are required to purchase their own MLAK key. See following link to apply [How to Obtain an MLAK Key – Access Ability Australia](#)

Scoring Criteria

Please complete the following table and provide supporting documents to demonstrate against each scoring criteria in accordance with the Sports Ground Allocation Policy. The table is to read in conjunction with the policy which is available on Council website.

	Criteria	Suggested Supporting documents	Applicant's Comments	Checked
A	Historical Use of Facilities	<i>Past Booking Contracts showing No. of Years of hire. Photos of past events with year referenced.</i>		<input type="checkbox"/>
B	Community Based	<i>Proof of Not-for Profit status & registered Location or for-profit confirmation Proof of enrolment record of players based in Strathfield Council's area. (both number of players and percentage)</i>		<input type="checkbox"/>
C	Membership/ Team Numbers	<i>Financials or enrolment record identifying No. of members over the year showing increases/decreases</i>		<input type="checkbox"/>
D	Tenancy Record	<i>Provide documents (such as policies) supporting your club having a good relationship with Council, other park users and the local community. A history of compliance with all terms and conditions of hire is essential.</i>		<input type="checkbox"/>
E	Access & Equity	<i>Provide evidence of Seasonal Programs Confirming programmes girls; women; people from lower socio-economic backgrounds; people with disabilities; seniors and people from culturally and linguistically diverse backgrounds (a statement is not sufficient) (e.g. photos, program advertisement, sponsorship program, enrolment record and etc)</i>		<input type="checkbox"/>
F	Support for Access & Equity	<i>Membership information Applicants for increased participation of girls; women; people from lower socio-economic backgrounds; people with disabilities; seniors and people from culturally and linguistically diverse backgrounds (a statement is not sufficient) (e.g. photos, program advertisement, sponsorship program, enrolment record and etc)</i>		<input type="checkbox"/>
G	Leadership Diversity	<i>Employment information for increasing numbers of women; people from lower socio-economic backgrounds; people with disabilities; seniors and people from culturally and linguistically diverse backgrounds in positions</i>		<input type="checkbox"/>

		<i>coaching, leading, instructing, decision makers, officials and administrators at all levels</i>		
H	Diversity of Sports	<i>Sporting plan for the ongoing success of the Applicant for a number of years</i>		<input type="checkbox"/>
I	Traditional Seasonal Allocations	<i>Application is requesting in season sports i.e. winter season-soccer, summer season-cricket</i>		<input type="checkbox"/>
J	History of Financial Responsibility	<i>Copy of the last 5 years payment ledger showing payments/arrears etc</i>		<input type="checkbox"/>
K	Applicant Development	<i>Copy of the clubs policies and practices in place including risk management, child protection and anti-bullying etc</i>		<input type="checkbox"/>
L	Organisation Governance	<i>Provide copy of membership of Good Sports. Provide a club report covering good governance and create an inclusive, viable and sustainable organisation</i>		<input type="checkbox"/>
M	Child Safe Clubs	<i>Copy of the clubs Child Safe policy and demonstrate compliance with SSO or NSW Office of the Children's Guardian Child Safe Standards. Child Safety applies to senior clubs who have minors play in their teams and competition</i>		<input type="checkbox"/>
N	Traffic and Parking Impacts	<i>Copy of Traffic and Parking Management Plan</i>		<input type="checkbox"/>

Note:

In accordance with the adopted policy, no information provided will be considered "zero" scoring. Make sure all information provided is clear and provide comments to support the information provided within the table above.

Additional requirements/notes:

USER AGREEMENT APPLICATION

I, the undersigned, have read the Terms and Conditions of this User Agreement and agree that the below mentioned organisation/group will use the facility in accordance with the Strathfield Council conditions contained in this Agreement. I understand that failure to comply with any of the Terms and Conditions of Use will result in the cancellation of my booking.

Name(s) of representative (s): _____

Signature of representative (s): _____ Date: ____/____/____

Strathfield Council Staff Member

Signature: _____ Date: ____/____/____

Please return completed form and supporting documents, if supporting document is too large to attach via email, please send through the shared link via OneDrive.

Phone 02 9748 9999

Website www.strathfield.nsw.gov.au

Email bookings@strathfield.nsw.gov.au

PRIVACY STATEMENT

Council manages privacy and personal information in accordance with relevant legislation and Council's Privacy Management Plan. Information on how Council handles your personal information is explained in Council's Privacy Management Plan.

Council collects and stores your personal information in relation to your facility booking. You accept the provision of personal information is voluntary but failing to provide all or part of the sought after information may mean Council cannot process your booking. Information provided by you may be accessed by government agencies and members of the public in accordance with relevant legislation. Council is to be regarded as the agency that holds the information.

Under the Privacy and Personal Information Protection Act 1998 and the Government Information (Public Access) Act 2009 you can apply to access records of personal information Council holds about you, and then apply to amend or correct personal information.

You can access your personal information by writing to Council's Privacy Contact Officer at PO Box 120, Strathfield NSW 2135. You can view Council's Privacy Management Plan by visiting www.strathfield.nsw.gov.au/council/privacy-management/

OFFICE USE ONLY	
Application Reviewed:	Staff name and Date:
Application Checked:	Staff name and Date:
Facility Booked:	Staff name and Date: