

# Seasonal Use of Sports Ground Booking Form

for Sporting Clubs - not for use by occasional users or schools

**Lodge Applications** at Ballina Shire Council • 40 Cherry Street • Ballina (Mon-Fri 8.15am to 4.30pm)

**mail** PO Box 450 Ballina 2478 • **f** 02 6686 9514 • **e** council@ballina.nsw.gov.au

**t** 02 6686 1497 • **w** ballina.nsw.gov.au • **abn** 53 929 887 369

This form must be submitted to Council no later than two (2) weeks prior to the intended use of the sportsfield.

Any pre-season competitions or training held outside the summer or winter season must be applied for on a separate booking form.

All applications will be considered, however, due to scheduled maintenance and available resources, events held outside the traditional seasonal use may not be approved.

**Summer Season** commences the first week of October through to the last week of March. **Winter Season** commences the first week of April through to the last week of September unless specified by agreement with Ballina Shire Council (eg turf wicket renovations may make some ovals unavailable from the second week in September).

## Organisation Details

Organisation Name	<input type="text"/>		
Address	<input type="text"/>		
Contact Person	<input type="text"/>	Position	<input type="text"/>
Phone (w)	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		
Alternate Contact	<input type="text"/>	Position	<input type="text"/>
Phone (w)	<input type="text"/>	Mobile	<input type="text"/>
Email address	<input type="text"/>		

## Sports Ground Details

Ground Required	<input type="text"/>
Use of Ground	<input type="text"/>
Commencement Date and Time	<input type="text"/>
End Date and Time	<input type="text"/>
Game Days and Times	<input type="text"/>
Training Days and Times	<input type="text"/>

Please read Conditions for Use of Ballina Shire Council Sports Grounds overleaf before signing this document.

Signature of Authorised Club Person	<input type="text"/>	Date	<input type="text"/>
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## Privacy Protection Notice

The applicant by signing this form agrees to comply with all council requirements and confirms that all details provided are true and accurate. The completed application form contains personal information which is being collected for the purpose of assessing this application. The information will be processed by the Civil Services Division of Ballina Shire Council and may be made available to public enquiries under the Government Information (Public Access) Act. The information will be stored in Councils electronic document management system.

## Office Use Only

Signature of Authorised Officer:	Date:	Approved / Denied
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- The use of the nominated sports ground is not exclusive.
- All clubs must provide to Council a copy of their public liability insurance and a certificate of currency before use of the sports ground commences.
- The sports ground must not be sublet to any other organisation or association. All such bookings or enquiries must be directed to Council for consideration.
- All grounds are to be left in a clean and tidy condition after each and every use.
- Alcohol must not be consumed on Ballina Shire Council sports grounds unless in licenced areas.
- Glass is prohibited on all sports grounds.
- Clubs are responsible for all line marking for their intended sport.
- Clubs are responsible for the placement and removal of their goal structures and must ensure that the structures are in a safe condition at all times.
- Clubs must ensure that all portable goals are securely anchored to the ground at all times to prevent injury.
- All toilets and amenities buildings supplied to clubs for their use are to be maintained, by the club, in a clean and tidy state at all times. They must be secured at all times when not in use. If toilet facilities are found to be in an unsatisfactory condition a warning will be issued to the offending club. Failure to comply will mean Ballina Shire Council cleaners will be engaged at the club's expense.
- Where clubs share grounds and facilities it is expected that any disputes over usage should be mediated between the clubs. Ballina Shire Council will only intervene to resolve any conflict as a last resort.
- Clubs who utilise floodlighting for their various sports are to ensure they are switched off no later than 10.00pm.
- During periods of wet weather, clubs are responsible for the opening and closing of their nominated sports ground. Details should be updated for club members and the public on the wet weather line in a timely manner.
- Clubs may be held accountable for damage done to sports grounds as a result of using fields during wet weather.