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## **APPLICATION FOR SPORTSGROUND USE AND RELATED FACILITIES PERMIT**

Applicants name:  
(Permit Holder)

Postal Address of Applicant:

Phone Number:

Email:

Postal Address for Invoices:

Phone Number:

Email:

*Please provide details of two contacts for bookings/ground closures:*

**Contact 1:** Name:

Mobile Phone Number:

Email:

**Contact 2:** Name:

Mobile Phone Number:

Email:

Sport Ground/Facility to be hired:

Number of Keys Required:

Responsible Key Holder/s Names:

Proof of Public Liability Insurance Cover Attached:

***If you are a commercial business or incorporated association and do not have a minimum of \$20 million public liability insurance, you are not permitted to hire the sportsground/facility until you have obtained appropriate insurance cover.***

Copy of Roster MUST be provided:

I hereby acknowledge that I have read and understand the playing association endorsed COVID-19 safety plan and that it will be complied with:

**SORELL COUNCIL  
CONDITIONS AND GUIDELINES OF HIRE  
SPORTGROUNDS AND FACILITIES**

**By applying to hire Council sportsgrounds and related facilities, applicants (the Clubs or Permit Holder) are deemed to agree to abide by the following terms and conditions if granted a hire permit.**

**THE CLUB'S OBLIGATIONS**

**BOOKINGS**

Hall users are not permitted to use Councils facilities/grounds at any time without a hire permit. Users of facilities and grounds without prior permission will incur a surcharge of \$25.00, as well as the normal hire rate and future use of facilities may be jeopardised.

All requests for changes to bookings are to be emailed through to the Community Liaison Officer - [Sonia.Pullen@sorell.tas.gov.au](mailto:Sonia.Pullen@sorell.tas.gov.au). Adjustments will be made to the booking and fee reduced if appropriate.

All requests and enquiries in relation to facilities must be directed to the Community Liaison Officer and not Council's Ground Staff.

Each community group is responsible for ensuring that all bookings and confirmed, in a reasonable period.

The Council reserves the right to approve the use of the facilities/grounds by other persons at any time not specified in this application and reserves the right to cancel the hirer's use of facilities/grounds on a date shown in this application in the event of the facilities/grounds being required for an extraordinary function or extraordinary use.

The hirer shall not produce, or perform, or suffer to be produced or performed on any reserve any dramatic, musical or other work in infringement of the copyright, or performing right of any owner of such rights, and it shall be a condition and term of this hiring that the hirer indemnifies Council against any claim for breach of copyright during such hiring, and any costs incurred in connection therewith.

Council may require the hirer to make available any building or facility on the ground to another hirer where such building or facility is not the property of the hirer. This may include removal of goods and chattels of the hirer if deemed necessary.

No intoxicating liquor is to be served, or sold in association with this hiring unless the necessary approval has been obtained from Council and evidence of Licensing Commission permits are produced. The hirer is to strictly observe wet and dry areas stipulated on the permit.

The hirer agrees to indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions claims, charges, expenses and damages whatsoever which may be brought about or made or claimed against it by any of them arising out of or in any way related to the use of this ground.

### **BOOKINGS FOR EVENTS/GALA DAYS**

If Clubs wish to hold an event such as a fundraiser for the Club or Gala Day, an Event Guideline Application will need to be obtained and completed. Please discuss details of proposed event with the Community Liaison Officer to ensure it will be suitable to be held at ground. Please allow sufficient time for application to be processed.

### **SPORTSGROUND/FACILITY LIGHTING**

The following facilities have lighting, which will incur an additional fee, please include in you booking details - Sorell Senior Oval, Sorell Junior Oval, Soccer Pitch, Netball Courts. Lighting fees will apply from 1 April.

### **CANCELLATION OF BOOKING BY APPLICANTS**

If for any reason the Club does not require a booking the Club must advise the Community Liaison Officer prior to the booking date, where possible and no more than one business day after the cancelled booking. No hire fee will be applied if information is provided in accordance with the above.

### **HIRE FEES AND INVOICES**

The club must pay the ground hire and lighting fee set in accordance with Council's adopted Fees and Charges Schedule. A tax invoice will be issued at the end of each month and must be paid in full within 30 days unless arrangements have been made with Council's Finance Department.

Should the Club use the ground or facility without authorised booking the Club will incur an invoice for the ground hire rate plus a surcharge as outlined in Council's adopted scheduled fees and charges.

Credit for non-use of ground of facility will not be credited once an invoice has been raised.

### **KEYS**

The Club will be responsible for all keys issued to it. Key access to facilities is not to be given to other persons and or clubs. Hirers are to keep a register of those who have been allocated keys and this information must be provided if requested by the Community Liaison Officer.

Club members listed as responsible key holders are required to sign Council's key register at the time of collecting key/s. Please note that only one hire key per responsible person will be allocated. This does not include miscellaneous keys.

All keys must be returned within 1 week from your last booking. Failure to return keys may incur rekeying costs.

### **HOUSE KEEPING - CARE AND TIDINESS OF CHANGEROOMS AND GROUNDS**

The Club must ensure all reasonable care is taken to avoid damage to the ground or facilities.

The Club is responsible for ensuring the facility is left clean and tidy in readiness for the next booking.

Change rooms must be left in a clean and tidy condition. This includes –

- Bandages etc. to be placed in bins
- Boots are not to be knocked on walls to remove excess dirt
- Change rooms must be swept to clear dirt/grass etc.

Failure to ensure the facility is left clean and tidy and in the event that additional cleaning is required the hirer will be charged for any additional cleaning costs incurred by Council.

All rubbish left by participants and spectators of your event, must be placed in the rubbish bins provided. If requested extra bins can be provided at the expense of the Club.

Equipment is not to be stored in change rooms without prior permission from the Community Liaison Officer. These are to be kept clear at all times. Damage or loss to anything stored in the hired facility is at the Club's risk and no liability is given or implied by Council.

### **GROUND CLOSURES**

Council reserves the right at any time to close a ground or redirect users to an alternate court/ground if it is considered that it is unsuitable for use for any reason including rain damage or if that use may result in the ground surface being damaged to an unacceptable degree. Council will endeavour to communicate any closure directly with the Club as early as possible. Sportsground closure information will be put on Council's website and Facebook.

If the grounds are not closed by Council and circumstances change, e.g. weather deteriorates, the decision to play or not will remain with the umpires, clubs and associations. Clubs should be aware that if ground is damaged by play going ahead there is a possibility it will be closed for training during the week/s following.

When grounds are closed, the closure also includes the change room facilities.

Bookings will be automatically cancelled when a ground is closed.

### **PRE-CHECKING GROUNDS AND FACILITIES**

Before each use the Club or another responsible person must physically inspect the whole surface of any ground for anything that may cause potential injury such as surface condition, glass etc. Such things are at the Clubs risk alone and the Club is responsible for their removal so far as possible. Each inspection must be documented and records kept for production if required. The Club must also notify Council on the next business day if the Club finds any such thing.

### **END OF SEASON CLOSURE OF GROUND**

Grounds will be closed to all clubs subject to the date of the Club's last roster game and or training booking and to the Clubs participation in finals to accommodate scheduled maintenance.

It is the Club's responsibility to keep the Community Liaison Officer informed of the Club's finals schedule which includes ongoing training and any potential home ground final games.

### **BREAKAGE/MAINTENANCE**

All breakages/maintenance issues must be reported to the Community Liaison Officer at the time if during business hours or if after hours the next business day.

In the case of an after-hours emergency, please call the after-hours number 6269 0000.

In an effort to maintain and improve playing surfaces, Council reserves the right to close the grounds at the end of the traditional football season (Sept/ Oct) to conduct maintenance for the period of 4 to 6 weeks. This is the only time in the year that this maintenance can be completed.

### **GOAL POST PADDING**

The club is responsible for any goal post padding that may be required. Goal post padding must be removed and stored at the end of each session.

**PORTABLE GOALS**

Portable goals are not permitted at any Council ground unless approval has been obtained in writing prior. Contact the Community Liaison Officer for approval.

**SECURITY**

It is the responsibility of the clubs to ensure all facilities are locked at the end of each hire period.

**EVACUATION**

The hirer acknowledges that they have read the supplied evacuation documentation and understand the procedure to be followed should an evacuation be required whilst the facility is in use.

**INSURANCE**

The hirer shall at all times during the allocated period of hire, insure and keep insured with an insurance company approved by the Council against public risk for an amount of not less than \$20 million.

The hirer shall not do, or neglect to do, or permit to be done or left undone, anything that will affect the Council's Insurance Policy or Policies relative to fire or public risk in connection with the hire of this court/ground and the hirer hereby agrees to indemnify the Council to the extent that such policies are affected by commission or omission.

**BREACH OF PERMIT CONDITIONS**

Council may at any time cancel the clubs hire permit if the club consistently or seriously breaches any permit condition. Any cost or expense incurred as a result of a breach of permit conditions will be recoverable from the club. The hirer agrees to cover the cost of any damage to the court/ground/facilities, other than general wear and tear as determined by Council.

<b>I/WE HEREBY MAKE APPLICATION FOR USE OF THE ABOVE</b> for the dates and times specified and acknowledge having received and read the Conditions of hire and will comply with the Conditions in every respect. I further undertake to be responsible for ensuring that all individuals or groups using the courts/ground in association with this application comply with the Conditions.	
Applicant Signature	Date
<b>OFFICE USE ONLY</b>	
Application : <b><i>Approved/Refused</i></b>	
Copy of playing association endorsed COVID-19 safety plan is provided: <input type="checkbox"/>	
Keys Required.....	
Signature.....Date Approved.....	

