



Application for Hire of Sportsground Facilities

APPROVAL
NUMBER

OFFICE USE ONLY

ENVIRONMENT AND RECREATION

Name of Organisation (please use block letters): _____

Name of Representative: _____ Status (Secretary etc): _____

Home Address of Representative: _____

Phone: _____ Mobile: _____ Email: _____

Mailing Address of Representative _____

Phone: _____ Mobile: _____ Email: _____

Ranger to open (Y/N)	Ground Name and Number	Field Number	Sport	Pavilion (Y/N)	Training Lights (Y/N)	Electricity (Y/N)	Junior (Y/N)	Training (Y/N)	Admission (Y/N)	Date		Days of the week	Hours of use		Exclude Dates	
										From	To		From	To	From	To

INSTRUCTIONS TO APPLICANTS

1. **Please read the conditions of hire** (reverse) and schedule of charges before completing this form
2. Bookings and amendments must be made two (2) full working days in advance of the hire date (eg. Friday for a Wednesday booking) and should be accompanied by this form and appropriate payment. Cheques should be made payable to 'ACT Government'.
3. To be eligible for a credit or refund any cancellation or amendment must be made in writing with a minimum of **four (4) working days** notice before the hire date requested
4. When department grounds are open and hirers choose not to play due to wet wether, any claim for credit must be made in writing (facsimile/email) on the next working day.
5. Weekend Bookings and/or amendments must be submitted by close of business of the preceding Wednesday.

NOTE

1. The processed application for hire form must be presented to a Sportsgrounds Ranger, or other authorised officer of the Territory when requested. If the permit is not available it must be produced at the Sportsground Office within three days.
2. The lawful direction of the Sportsground Ranger, or other authorised officer of the Territory shall be obeyed at all times

On behalf of the organisation listed. I hereby apply for permit for the facilities indicated and undertake to comply with the provisions of the Acts, Ordinances, Regulations and conditions applicable, should a permit be granted. The applicant acknowledges that the attached conditions of the hire have been brought to the Hirer's attention and that **the Hirer has read and understood the conditions and has agreed to be bound by them.**

Name of Representative: _____ Signature: _____ Date: _____

UPDATED JUNE 2009



General Conditions of Hire

ENVIRONMENT AND RECREATION

1. 'Hirer' for the purpose of a sportsground application for hire form shall mean the club, association, league, federation, society, team or other person or body to which the use of the sportsground(s) specified in the permit is/are granted by the permit. 'Territory' when used in a geographical sense, means the Australian Capital Territory and when used on any other sense, means the body politic established by the Australian Capital Territory (Self Government) Act 1988, 'Sportsground' includes the dressing pavilion and all fixtures, fittings structures and facilities on or at the Sportsground specified in the permit.
2. Official sportsground permits issued by the Operations Manager Sport and Recreation Services, are required for the use of any sportsground and must be produced on request to any authorized officer of the Territory.
3. The Operations Manager Sport and Recreation Services, shall reserve the right to cancel a sportsground permit without notice in the event of any contravention of the acts and regulations for the care, protection and management of the parks and reserves, or of these conditions by the Hirer, or any other member of the organisation to which the permit has been granted. The Hirer shall have no claim against the Territory for any refund, loss or inconvenience resulting from any such cancellation.
4. The Operations Manager Sport and Recreation Services, shall reserve the right to cancel an allocation of a sportsground without notice if he considers that a sportsground will be unduly damaged by use. In such cases re-allocation may be arranged either for the same date or a later date, or alternatively monies received by the Operations Manager Sport and Recreation Services, will be refunded. The Hirer shall have no claim against the Territory for any loss or inconvenience resulting from any such cancellation or re-allocation.
5. The Hirer shall be responsible for any damage done to the property of the Territory including but without limiting the generality there of damage to either the fixtures and fittings, fences, gates, buildings, seats, plant material, scoreboards and any other Territory property which occurs whilst a sportsground is hired to the organisation and furthermore the hirer shall pay to the Territory such costs that are required for repairing the damage.
6. The Hirer shall at its own cost take out a public liability insurance policy, which notes the Territory and the Commonwealth for their respective rights and interests, to a minimum value of \$10 million dollars or as advised by Sport and Recreation Services.
7. The Hirer will indemnify and keep indemnified the Territory and the Commonwealth and their servants and agents from and against all action claims suits or demands brought, maintained or made against them or any of them by any person or body of persons arising out of any act or omission of the hirer.
8. The Territory accepts no responsibility for any damages to the property of the Hirer, its employees, invitees or licensees or any other person on the sportsground and shall not be liable for any loss or damage occasioned to the property of any such person however caused, unless such loss or damage was caused by the Territory.
9. The Hirer shall comply with the requirements of all Acts of the Parliament of the Commonwealth and all Acts or Ordinances of the Australian Capital Territory and all regulations and other laws applying in the said Territory and with the lawful requirements of public and other authorities in any way affecting or applicable to the hiring of the sportsground and shall compensate the territory for any loss or damage occasioned to the Territory by any failure by the organisation, its servants or agents to so comply.
10. Before using a sportsground the Hirer shall ensure that the sportsground is in a proper and safe condition for use. The Hirer shall also ensure that clubs, teams, individual participants and officials are aware that the sportsground must be checked prior to use.
11. The Hirer shall be responsible for the collection of litter following a function at a sportsground for which the hirer has a permit. Litter is to be deposited in approved bins located at each sportsground. Where a waste hopper is provided, hirers are to empty litter bins into the hopper at the conclusion of the hire. If the Operations Manager Sport and Recreation Services, deems that the ground or pavilion is not left in a satisfactory condition, the Hirer will be liable for payment of cleaning costs. In addition the Hirer may be refused future allocations.
12. Any Hirer not vacating a sportsground and/or dressing pavilion by the time specified on the sportsground permit, shall be liable to pay such further charges as the scale of the hire rates provides for.
13. Sub-letting of the whole or part of a sportsground is prohibited
14. Operations Manager Sport and Recreation Services, must be notified of cancellations or amendments by no later than four working days prior to the date for which the sportsground permit is held. Hirers giving later or no notice of cancellations or amendments shall pay normal hiring charges.
15. Any authorised officer of the Territory shall at all times, not withstanding any hiring, be entitled to free access to any part of a sportsground.
16. Cars, motor cycles, bicycles or other vehicles are prohibited from entering or passing over any playing field without the written permission of the Operations Manager Sport and Recreation Services.
17. Tents or marquis may not be erected without the written permission of the Operations Manager Sport and Recreation Services.
18. The wearing of spike soled Footwear is prohibited on synthetic cricket wickets.
19. Operations Manager Sport and Recreation Services, may require a hirer to lodge a cleaning deposit when making a booking. Such a deposit, if requested, will be refundable if the ground and buildings are kept in a litter free and tidy condition.
20. Hirers may be required upon the issuing of a notice to co-operate in random drug testing procedures as specified in that notice.

UPDATED JUNE 2009



ACT Sportsground Hire Charges

ENVIRONMENT AND RECREATION

Effective 1 October 2008 until 30 September 2009

Enclosed Ovals		Per hour / per field	
Football / Hockey / Ballpark	Admission	Senior	\$88.70
		Junior	\$44.30
	Non-admission	Senior	\$57.30
		Junior	\$28.60
	Training – Ballpark only	Senior	\$28.60
		Junior	\$14.20
Lights – when available	Ball Park and Greenway		\$32.50
Athletics	Admission	Senior	\$110.85
		Junior	\$55.35
	Non-admission	Senior	\$84.75
		Junior	\$42.30
	Training	Senior	\$32.50
		Junior	\$16.20
Unenclosed Ovals		Per hour / per field	
Cricket – Concrete	Matchplay	Senior	\$10.65
		Junior	\$5.25
	Training	Senior	\$6.50
		Junior	\$1.65
Cricket – Synthetic	Matchplay	Senior	\$13.00
		Junior	\$6.50
	Training	Senior	\$6.50
		Junior	\$1.65
Cricket – Turf	Matchplay	Senior	\$13.00
		Junior	\$6.50
	Training	Senior	\$6.50
		Junior	\$1.65

Unenclosed Ovals – cont.		Per hour / per field	
Athletics	Matchplay	Senior	\$65.20
		Junior	\$32.50
	Training	Senior	\$32.50
		Junior	\$3.50
Baseball / Softball	Matchplay	Senior	\$8.95
		Junior	\$4.35
	Training	Senior	\$4.35
		Junior	\$1.65
League / Rugby / Gridiron / Soccer	Matchplay	Senior	\$32.15
		Junior	\$16.00
	Training	Senior	\$16.00
		Junior	\$1.65
Hockey	Matchplay	Senior	\$17.85
		Junior	\$8.80
	Training	Senior	\$8.80
		Junior	\$1.65
Six-a-side Soccer	Matchplay	Senior	\$16.10
		Junior	\$7.95
	Training	Senior	\$7.95
		Junior	\$1.65
Australian Rules	Matchplay	Senior	\$32.80
		Junior	\$16.40
	Training	Senior	\$16.40
		Junior	\$1.65

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Macarthur House. Level 8, 12 Wattle Street, Lyneham ACT 2602. PO Box 352, Civic Square ACT 2608. Phone: (02) 6207 5141 or (02) 6207 5142. Fax: (02) 6207 5149.
Office Hours: Monday to Friday 10.00 am – 2.00 pm. WET WEATHER HOTLINE: 6207 5957 (updated 9.00am weekdays). Email: tamssportsgrounds@act.gov.au



ACT Sportsground Hire Charges – continued

ENVIRONMENT AND RECREATION

Effective 1 October 2008 until 30 September 2009

Unenclosed Ovals – cont. Per hour / per field

Touch Football / Oztag / Ultimate	Matchplay	Senior	\$9.20
		Junior	\$4.45
	Training	Senior	\$4.45
		Junior	\$1.65
Netball – grass court	Matchplay	Senior	\$4.10
		Junior	\$1.95
	Training	Senior	\$1.95
		Junior	\$1.65

Narrabundah Velodrome Per hour

Competition	Senior	\$23.85
	Junior	\$11.75
Training	Senior	\$11.75
	Junior	\$2.30
Non-cycling use		\$23.85

Extra Charges Per hour

Sundry – Unenclosed Oval – Fete / Archery / Presentation day	\$7.90
Sundry – Enclosed Oval	\$28.55
Bootcamps	\$16.20
Floodlights – Training	\$14.10
Electricity only	\$5.70
Pavilion	\$14.10

Portable Seating

Sporting Hire	per week or part thereof	\$45.45 per unit
Commercial Hire	per week or part thereof	\$156.60 per unit

Hall Showground

BBQ Area 9.00 am – 3.00 pm 3.00 pm – 9.00 pm	per session	\$84.75
Equestrian Area	per day	\$52.10
Hartley Lifecare Markets	per day	\$195.70
Commercial Hire	per day	\$1,471.10

Yarralumla Woolshed

Daily Hire	\$500
Security Deposit	\$500

Please note: Appropriate match play rates apply for coaching clinics where participants are charged to attend.

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