

# APPLICATION FOR THE CASUAL USE OF A SPORTS GROUND/RESERVE

This application must be submitted at least **14 days prior to the date of hire.**

## BOOKING DETAILS

Name of Park/Reserve/Sportsground

Location description

Field number/s

Date/s

Arrival time

Departure time

Number of participants

Anticipated number of spectators

Event/Activity name

Description of Event/Activity

Equipment used during event

## HIRER DETAILS

Name of Organisation or Group

Contact name

Official position

Postal address

Street number

Street name

Suburb

Post code

Contact phone number

Email address

## INSURANCE DETAILS

Are you apart of the NSW Treasury Managed Fund?

Yes

No

Insured (name on policy)

Insurance company

Insurance type

Coverage value

Policy number

Expiry date

.....● Booking times must include set up and clean up.

.....● All incorporated bodies, clubs, schools, associations, corporate or commercial hires require their own public liability insurance.

## VENUE REQUIREMENTS

Please tick	Time Start	Time End
Toilets		
Toilet Key		
Floodlights		
Amenities		
Canteen		
Bins		

## ACTIVITY DETAILS

Please tick	If yes, please provide additional information (number, size, provider)
Do you propose to display boards or banners	
Do you propose to sell or consume alcohol?	
Do you propose to use a PA system or loudspeakers?	
Do you propose to sell food at the event?	
Will there be sale of items other than food?	
Do you propose to erect portable structures, tents, sunshades, marquees or stalls?	
Do you propose to have jumping castles, amusement devices, animal farms or petting zoos?	
Do you require extra bins for your booking?	

.....●  
Please attach supporting documentation including Liquor Licenses, event notifications, certificates of insurances and any plant registrations applicable.

## AGREEMENT

I agree to abide by Penrith City Council's Conditions of Casual Hire of Sporting Grounds/Reserves. I hereby certify that the information supplied in this application is correct to the best of my knowledge. I also undertake to advise Penrith City Council should there be any alterations or additions to the information supplied immediately.

### IMPORTANT:

Any personal information provided by you on this form will be used by Council or its agents to process this application. The provision of this information is voluntary, however, if you do not provide the information, Council will be unable to process your application. Once collected by Council, the information can be accessed by you and may also be available to 3rd parties in accordance with Council's Access to Information Policy.

Applicant's name

Applicant's signature

Date

## GROUND CLOSURE/WET WEATHER CONTACT

First name

Surname

Phone number

Email address

I am aware that Council's Wet Weather line is 4732-8017. I accept that the decision for ground use for school or casual use is determined by Penrith City Council. When grounds are determined as open users are reminded that they remain responsible for determining the suitability for use of individual grounds in terms of player safety and potential ground damage. The cost of repairs to grounds for damage caused is the responsibility of the user group.

Applicant's name

Applicant's signature

Date

### NEED HELP?

Call Council's Recreation Team on **4732 7777**  
8:30am - 4:00pm Monday to Friday or see [penrithcity.nsw.gov.au](http://penrithcity.nsw.gov.au)

### OFFICE USE ONLY

#### Notes

### CONTACT US

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751, or

**PHONE:** 4732 7777

**FAX:** 4732 7958

**EMAIL:** [council@penrithcity.nsw.gov.au](mailto:council@penrithcity.nsw.gov.au)

**WEB:** [www.penrithcity.nsw.gov.au](http://www.penrithcity.nsw.gov.au)