

# KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440  
PO Box 3078, West Kempsey 2440  
Phone 02 6566 3200 Fax 02 6566 3205  
Web: [www.kempsey.nsw.gov.au](http://www.kempsey.nsw.gov.au) Email: [ksc@kempsey.nsw.gov.au](mailto:ksc@kempsey.nsw.gov.au)



## APPLICATION FOR USE OF SPORTS GROUND – ONE OFF BOOKING

Application is made under Section 68 of the Local Government Act 1993

### APPLICANT DETAILS

Applicant: \_\_\_\_\_

Contact person: \_\_\_\_\_

Postal address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

- So that Council can offer you a better service please tick this box if we are able to send correspondence relating to your application by email.
- Public Liability Certificate of Currency attached – please tick this box if Certificate is attached.

### SPORTS GROUND – please specify ground and field number required

Field	Date	Time From	Time To

### USE OF SPORTS GROUND – please tick the appropriate box

#### Schools

- Athletics Carnival  
 School Sports Event

#### Sports Group

- Semi Final  
 Final

Name of Event: \_\_\_\_\_

### AMENITIES & SERVICES – fees are applicable

- Lights:** Please tick here if you require lights for your booking. Fees are applicable.
- Canteen:** Please tick here if you require Council to open and close the canteen.
- Toilets:** Please tick here if you require Council to open and close the toilets.
- Bins:** Please tick here if you require additional bins for your booking. Fees are applicable and payment must be made at least one week prior.  
Please specify the number of bins required: \_\_\_\_\_
- Sale of Food:** Please tick here if you propose to sell food. You must comply with the NSW Food Authority *Food Handling Guidelines for Temporary Events*. Refer below for additional information.

**All fees are charged according to the adopted Fees & Charges. Contact Council if you require further assistance.**

### APPLICANT CONSENT & SIGNATURE

I agree that as the applicant the participants undertaking the activity will abide by the following conditions:

1. Grounds and amenities must be left clean after use; users will incur costs for additional cleaning undertaken by Council.
2. Council reserves the right to carry out ground maintenance work at any time. Advance notice will be given where possible.
3. Council is not responsible for injuries or damage to surrounding property caused by the playing of sport. Users must have adequate insurance. A copy of the Public Liability Policy covering **\$20,000,000** must be submitted with your application.
4. It is the sports group responsibility to determine that the condition of the grounds is acceptable for use unless notified otherwise by Council.
5. Council will set out and line-mark the grounds at the commencement of the season. Follow up line-marking is the responsibility of the sport group. Line-marking paint is available for purchase from Council.
6. If you propose to sell food you must read, understand and comply for the entirety of the event with the NSW Food Authority *Food Handling Guidelines for Temporary Events* available from [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
7. Further conditions may apply depending on the individual details as submitted by the applicant.

**Your application will not be assessed unless a copy of your public liability certificate of currency is attached.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_