

# Sporting ovals, parks and reserves booking application

## Instructions on completing this form

1. Complete Sections 1 to 4 for all bookings. Section 2 is completed based on type of booking.
2. Include with your application a Certificate of currency of public liability insurance covering the booking.
3. Forms may be lodged at Council's Business & Information Centres, or returned by post, fax or email. Fees apply.

## 1 booking details

Name of venue

Purpose of booking

## 2 type of booking Complete A, B or C below.

### A CASUAL BOOKING *Includes school carnivals and special events*

- One day       Half day (up to 4 hours)

Number of participants over duration of booking:

Days required:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Dates from:  to

Times from:  to

#### Select backup dates required (if applicable)

Dates from:  to

Days required:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

### B SEASONAL BOOKING

- Winter season (1 April-31 August)       Summer season (1 October-Mid March)

#### SPORTS COMPETITION

Dates from:  to

Days required:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Times from:  to

*If different days and times are required:*

Days required:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Times from:  to

#### SPORTS TRAINING

Dates from:  to

Days required:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Times from:  to

#### NUMBER OF REGISTERED PLAYERS IN PREVIOUS SEASON

Provide the number of registered players for this booking from the previous summer or winter season. This enables invoicing of the Sports Fee Levy per registered player

*Failure to include the number of registered players for the previous season and/or non payment of the fees invoice may result in this booking being declined*



Each venue booked requires its own application form

Fees apply

### Sporting ovals hotline

For status of sporting fields (open / closed)

**Blue Mountains City Council**

Telephone: (02) 4780 5617

**Ovals are closed for maintenance during the last two weeks of March and all of month of September.**

### Community events

There may be occasions where a community event will take priority over any approved regular booking. You will be notified if this occurs

**Only one seasonal booking may be made at one time.**

Winter bookings will be processed during the period **15 December & 15 February,**

Summer bookings processed during **1 June & 31 July.**

### Further information

**Blue Mountains City Council**

KATOOMBA:

2-6 Civic Place

SPRINGWOOD:

104 Macquarie Rd

POSTAL ADDRESS:

Locked Bag 1005

Katoomba 2780

TELEPHONE: (02) 4780 5000

FACSIMILE: (02) 4780 5555

EMAIL:

council@bmcc.nsw.gov.au

WEB: www.bmcc.nsw.gov.au

PARK002-02

A separate attachment of dates and times may be provided should additional space be required

A separate application is required to book Gloria Park Pavilion - forms are available online under halls for hire

Must be completed and signed by an authorised person

A certificate of currency for public liability insurance must be provided with this application

## C COMMERCIAL BOOKING *Includes commercial trainers, coaching clinics etc*

Number of clients over duration of booking:

Dates from:  to

Days required:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Times from:  to

*Should different days and times be required, complete details below:*

Dates from:  to

Days required:  Mon  Tues  Wed  Thur  Fri  Sat  Sun

Times from:  to

## 3 facility requirements

Please specify which amenities and facilities are required  
*eg toilets, change rooms, canteen, sport lighting etc*

Please specify the equipment to be used on the oval  
*eg goals, pitch, gates, play equipment etc*

Please specify any other requirements for this booking

## 4 contact information

Association / Club / School / Organisation

Contact person

Position held

Postal address

Contact No.

Mobile

Email

Facsimile

***I have read, understand and agree to the conditions of use as outlined in the Blue Mountains City Council Sports and Ground Hire and Use Handbook (available on Council's website [www.bmcc.nsw.gov.au/yourcommunity/parksreservesandovals](http://www.bmcc.nsw.gov.au/yourcommunity/parksreservesandovals))***

Signature

Date

A certificate of currency for Public Liability Insurance must be submitted to Council with all applications. The policy shall specifically indemnify Blue Mountains City Council from all claims. The certificate of currency must cover the duration of this application, or a current certificate be submitted upon renewal of the insurance policy.