



APPLICATION FOR THE HIRE OF THE CREST ATHLETIC FACILITY 2019

Applications open:

1 October 2018	Bankstown, Bass Hill and Revesby Wards
20 October 2018	Canterbury and Roselands Wards
1 November 2018	Out of area schools

You are required to submit full risk assessment before Council will accept your booking.

A separate form for each carnival must be completed.

Please print all information and tick the appropriate boxes clearly

1. ORGANISER			
Name:			
Organisation:			
Address:			
Email:			
Contact Numbers: (M)	(W)	(F)	
2. DESCRIPTION OF EVENT			
Event Date: 1st Preference:		2nd Preference:	3rd Preference:
Type of Carnival: Please Circle: School Zone Regional State			
Times (Including setting up and cleaning time)		Arrival:	Departure: 3.00pm
Carnival Times		Start:	Finish: 2.45pm
Approximate Numbers	Participants:	Spectators:	Supervisors:
3. RUNNING EVENTS			
Do you require the use of:			
The Track:	Yes ()	No ()	
Hurdles: - <i>Only for Zone/ regional, note an additional fee is payable</i>	Yes ()	No ()	
Steeplechase:	Yes ()	No ()	
4. THROWING EVENTS			
Please indicate below the throwing events you require facilities for:			
Shot Put:	Yes ()	No ()	
How many circles do you require? *Please circle number	1.	2.	
<i>(The infield area cannot be used for shot put. Please ensure you only use the outer field)</i>			
Discus:	Yes ()	No ()	
How many circles do you require? *Please circle number	1.	2.	3.
Hammer:	Yes ()	No ()	
How many circles do you require? *Please circle number	1.	2.	3.
Javelin:	Yes ()	No ()	
How many run-ups do you require? *Please circle number	1.	2.	

5. OTHER EVENTS

Please Note: Council has two long jump/triple jump run-ups to IAAF standard with take-off boards located at 2M, 9M, 11M and 13M. The third run-up has one painted take-off board located at 1m.

High Jump: Yes () No () **Note:** The high jump area is located at one end.

Pole Vault: Yes () No () **Note:** Please contact Bankstown Senior Athletics Club

Run-up No 1: (Located closest to circular track)

Do you require use of this run-up? Yes () No ()

Please indicate the position of take-off board required: *Please circle number

2m 9m 11m 13m

Run-up No 2: (Pit located western end of run-up)

Do you require use of this run-up? Yes () No ()

Please indicate the position of take-off board required: *Please circle number

2m 9m 11m 13m

6. CANTEEN

Do you require access to the canteen area? Yes () No ()

What are your requested hours of operation? From: _____ To: _____

7. PUBLIC ADDRESS SYSTEM

Do you require the use of the P.A. System? Yes () No ()

8. ADMISSION FEES

Do you propose to charge admission? Yes () No ()

If yes, how much? _____

9. TENT/ MARQUEES (You are reminded that Council does not allow the erection of tents/marquees which use guide ropes and/or pegs. All items must be weighted).

Do you propose to erect tent(s)/marquee(s) etc?	Yes ()	No ()
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If yes, please specify:

Purpose:

Location: (Please attach diagram)

Size(s):

The Crest Athletics facility is a multi-million dollar international standard community facility. To ensure this facility is used in a manner which maintains its quality the following terms and conditions of use are provided. These conditions of use are agreed to by the Hirer at the time a facility is booked. It is the responsibility of the Hirer to ensure that all members of their organisation are familiar with the conditions.

1. Application Procedures for Hire:

- (a) Application for use of a facility will be considered only on receipt of a completed application form accompanied by security deposit and risk assessment. Current fees and charges are listed on Council's website.
- (b) Any additional bookings or alterations to bookings must be submitted on a separate application form with additional payments as required.
- (c) Previous use of the Athletics Stadium is no guarantee that applications for subsequent years will be successful although every attempt will be made to accommodate recurrent bookings.

2. Application for private coaching access to Athletics facility:

Coaches receiving payment of any amount for services offered are considered by Council as a professional service provider. Professional service providers, or the clients of professional service providers, are considered to fall outside the regular entry fee structure for use of the Crest Athletics facility. Coaches seeking access to the athletics facility for the purpose of conducting private coaching will need to apply to Council using the appropriate form, to enable registration to occur and assessment of requested access.

3. Allocation of Exclusive Use:

Whilst there is no set minimum number of people required to gain an exclusive booking for the track, the decision to grant exclusive use will be determined by Council.

4. Cancellation Policy:

For any carnival booking cancelled after the commencement of Week 3 of the 1st Term of the school year, a cancellation fee will apply. This fee will be 50% of the applicable hire fee for the carnival, based on the information provided on the application form. At its discretion Council may waive the cancellation fee in instances of inclement weather.

5. Alternative dates:

As demand for the facility is high, an alternative date will only be provided (subject to availability) if the original date was cancelled due to wet weather.

6. Fees and Charges:

Fees are reviewed annually by Canterbury-Bankstown Council. Revised fees take effect for applications for dates after 1 July each year. Current fees and charges are listed on Council's website.

7. Cleaning and Damage Bond:

A refundable cleaning and damage deposit of \$250.00 (for individual events) and \$500.00 (for special or zone/regional events) is to be lodged with Council at the time of booking with refund within a month of the event where the facility is left in a clean and tidy condition to the satisfaction of Council or its representative, no damage has been caused to the facilities or equipment, and the conditions of use have been adhered to.

Council reserves the right to increase the cleaning and damage bond in response to booking requirements. Should there be any overtime, damage and cleaning costs incurred at the time of use, Council will deduct these costs from the cleaning and damage bond. Should these costs exceed the bond, Council will invoice the school the remainder of the costs.

NO APPLICATION WILL BE ACCEPTED BY COUNCIL UNTIL A BOND HAS BEEN PROVIDED.

8. Termination of booking:

Council may terminate the booking at any time in the event that the Hirer fails to comply with any of the terms and conditions of this agreement, by notice in writing delivered to the premises or sent to the Hirer at the address on the application.

9. Confirmation of competitors:

If number of competitors approximated varies by 50 or more, Council must be advised in writing no later than one week after booking. Any notification after this time will not be considered for a refund.

10. Payment of Hire Fees:

- (a) All payments including security bonds, must accompany the completed booking application form.
- (b) All cheques for facility use should be made out to Canterbury-Bankstown Council.

11. Sub-letting:

The facility and/or premises must not be subject, transferred or re-assigned to any other organisation or individual. Hirers should notify Council immediately of any unauthorised user present during their booking period.

12. Pre-event inspections:

Arrangements can be made to inspect the facility prior to use by contacting Council on (02) 9707 9699 during office hours (Monday-Friday 8.30am – 5.00pm).

13. Accident Reporting:

The hirer should provide Council with written details of any incident within 3 days of the date of the accident occurring.

14. Hours of Operation:

The Hirer shall duly comply with and observe all regulations and directions given from time to time by the Council and/or its authorised servants or agents.

The Athletics Centre can be booked for competition and training use during the following times:

Monday to Thursday 8.00am - 3.00pm

If access is required outside the times for the purpose of setting up/packing up, please negotiate with Council.

15. Access to the track and track care:

The only persons permitted on the Athletics Track are to be competitors and officials. No spectators are allowed in this area.

The athletics track is susceptible to damage and care is required when moving equipment.

To support the care of the track surface particular care should be taken when transporting and setting up hurdles and high jump equipment. No tables, chairs or equipment other than approved athletics equipment is permitted on the track surface.

16. Use of the track for training:

When using the track for training purposes, hirers must ensure that lanes 1 and 2 (the 2 innermost lanes) of the 400 metre track are not used. Witches hats are available and should be used by hirers to indicate lane closure.

17. Track Markings:

Disks indicating the location of track markings are positioned on the inside rail of the circular running track.

18. Steeple Chase:

Hirers requiring the use of the steeple chase must allow 1 hour to fill before use and open the drainage valve before leaving.

19. Food on the track:

No foods, lollies, gum, drinks other than water are permitted within the track perimeter fence.

20. Footwear and starting blocks:

Footwear:

It is essential that all users of the athletics track wearing spiked footwear adhere to the recommended spike length in respect to footwear. The maximum spike length is 7mm. (Note a spike length of 9mm is allowed for the long and high jump areas only).

Hirers should appoint an official to examine the quality and length of spikes worn by competitors. Announcements should be made to competitors with spikes to report to this official.

Rubber soled running shoes are acceptable.

Starting blocks:

Starting blocks are to be used by athletes using spiked footwear in all track events up to and including 400 meters and 4 x 100 metre relays.

Athletes will not be able to use their personal starting blocks during school carnivals. Upon request starting blocks can be provided as part of the equipment package. These starting blocks will be fitted with 9mm spikes.

Starting blocks used for bookings other than schools must be fitted with 9mm spikes as required on the track.

Hirers are requested to provide an official to monitor the installation and movement of starting blocks in high use areas (i.e. start of sprint tracks and 200 metre sprint) to avoid damage and excessive wear.

21. Rubbish Management:

Please note: This facility will be used each day during the school athletics carnival season. Therefore the leaving of the facility in a tidy state will benefit other users of the facility.

Before vacating, the stadium area is to be left in a clean and tidy condition. Bins will be provided by Council. The cost of any excessive cleaning and ground restoration will be charged to the Hirer.

It is recommended that each hirer appoint an official with overall responsibility for the management of rubbish disposal during hire.

It is requested that the identified contact person inspect the facility before the carnival commences and again after the completion of the carnival to identify any possible damage, whilst also ensuring the ground is in a mutually satisfactory condition

22. Lighting:

The cost of floodlighting will be charged on a user pay basis – per hour full or half lights.

23. Noise Management:

- (a) The use of the facility is subject to the provisions of the Noise Control Act.
- (b) The public address system is to be used for marshalling and important announcements only with commentary not permitted. To ensure the Hirer complies with Council noise regulations PA systems guidelines are available on site.
- (c) Public address systems shall not be used before 8am without prior consent.

24. Reporting of Damage:

Any damage to the facilities being used must be detailed in writing and reported immediately to the Facilities Bookings Officer. The cost of restoring the grounds or buildings will be charged to the Hirer.

25. Vehicle Access to the Crest Athletics Facility and Track:

Parking is permitted in allocated parking areas only. Vehicles shall not be permitted within the athletics track perimeter fence without Council approval.

26. Additional Toilets:

In the event of additional toilets being requested Council can authorise the hire of port-a-loos at the Hirer's cost.

27. Removal of steel running rail on inside of track:

Where hirers require the removal of the stainless steel running rail it should be done under the supervision of Council's ground staff or a Council approved person.

28. Tents and temporary structures:

The Hirer shall not erect or alter any structures on the premises without the prior written consent of Council and will not damage the premises in any way. Council does not allow the erection of marquees which use guide ropes and/or pegs. All items must be weighted

29. Animals:

Animals are not permitted within the facility unless with written consent from Council.

30. First Aid:

Access to the first aid room is provided to Hirers upon request. First Aid room will be open for school carnivals.

It is the responsibility of all track hirers to provide their own first aid service and equipment. All accident/incidents should be reported to Council with a written report provided on request.

31. Signage:

Organisers of Carnivals will be able to display sponsorship signage and displays on carnival days following Council's written approval.

32. Equipment:

- (a) Athletics equipment will be made available to Hirers.
- (b) All costs associated with equipment damages and breakages will be taken from held security bonds by the Council

33. School Supervision:

An adequate number of supervisors shall be available to supervise school children throughout the booking to ensure safety and adherence to conditions. In the case of any other event, the Hirer must ensure adequate supervision is provided.

School children, upon arrival at the facility, are to assemble in the Grandstand area prior to the commencement of the carnival. Children are not permitted to enter the main field area until it is necessary for them to complete in an event.

Please note that particular attention must be paid to ensure that children **do not** play on pole vault landing bags.

34. Bikes, rollerblades and skateboards:

No riding of push bikes, skateboards, roller blades or the like are permitted within the Crest Athletics facility complex.

35. Bus Access:

Bus access and drop-off bays are located in McClean Street, Bass Hill (adjacent to the facility's 219 space car park area).

36. Ambulance Access:

Where Ambulance attention is required it is suggested that trolleys be used in preference to driving on the track. Where ambulance access to the track is needed care should be taken to protect the track surface. Vehicles on the track should drive at slow speeds (15 km p/h) and avoid sharp turning of the wheels.

37. Theft:

The Council will not be liable for any loss or damage sustained by the hirer or any persons, firm or corporation entrusted to or supplying any articles or thing to the hirer by reason of any such articles or thing being lost, damaged or stolen and the Hirer agrees to indemnify the Council against any claim by any such person, firm or corporation in respect to such articles or thing.

38. Smoking:

Canterbury-Bankstown Council's sporting fields are **smoke-free**. This means everyone can breathe cleaner air and enjoy a healthier environment as there is:

- No smoking within 10 metres of all children's playground equipment
- No smoking within 10 metres of all sporting fields

Further information:

For any further information, relating to these conditions or other matters in connection with the use The Crest Athletics facility, please contact Council's Recreation Team on (02) 9707 9699.

A Hirer is any sporting body, club, association, corporation or incorporated body who hires a Council facility more than 12 times in a calendar year. The Hirer's use and occupation of the facility is at its own risk and must have in effect public liability insurance for an amount not less than \$20,000,000, or such other amount as Council may specify from time to time, which notes the interests of Canterbury-Bankstown Council. A certificate of currency must be supplied to Council in the name of the Hirer. The certificate of currency must be current for the period of the hire and Council reserves the right to withdraw offers of hire if the certificate is out of date or does not meet Council requirements.

The Hirer shall inform Council in writing of an event that may give rise to a claim under an insurance policy and shall ensure Council is kept fully informed of subsequent action or developments concerning the claim. The Hirer shall indemnify and keep indemnified the Council from and against any claim, demand, action, suit or proceeding that may be made or brought by any person against the Council or the employees, agents or contractors of the Council or any of them in respect of any personal injury to or the death of any person or loss or damage to any property arising out of the use or occupation of the facility by the Hirer or its invitees.

The Council shall not be liable for any loss of or damage to any property or injury sustained or suffered by the Hirer or its invitees, where such loss, damage or injury arises in any way out of hiring unless due to negligence of the Council.

A Hirer who hires a Council facility for non-commercial or non-profit making purposes less than 12 times per calendar year, will not be required to provide evidence of public liability insurance. However, if it is necessary to make a claim against Council's insurance policy the Hirer will be required to pay the policy excess of \$2000. Please note that Council's policy does not apply for the use of sporting fields.

APPLICANT'S SIGNATURE

AT NO TIMES SHALL A SCHOOL USE THE CREST ATHLETICS COMPLEX, UNLESS A PERMIT IS ISSUED. (There is a \$500.00 unauthorised usage fee)

- I have read the Terms and Conditions of hire, including 4. Cancellation Policy, and agree to abide by them.
- I believe the information provided on this application is correct and true to the best of my knowledge.
- I undertake to advise Canterbury-Bankstown Council should there be any alterations or additions to the information supplied.
- Should there be any overtime, damage and cleaning costs incurred at the time of use, I understand that Council has the right to deduct these costs from the school's cleaning and damage bond. Should these costs exceed the bond, I acknowledge that Council will invoice the school the remainder of the costs.

Signature:

On Behalf of:

Name:

Date:

Please return this completed form, together with all relevant documents to Canterbury-Bankstown Council, PO Box 8, Bankstown 1885 **or in person** at one of our two Customer Service Centres listed below.

Your application will be considered by Council upon receipt of this information and once all conditions are met, a Permit will be issued.

PRIVACY NOTICE

Council is required under the Privacy and Personal Information Protection Act 1998 (PPIPA) to collect, maintain and use your personal information in accordance with the Privacy Principles and other relevant requirements of the PPIPA.

Personal information requested on this form will only be used to fulfil the purpose for which it is being collected. Provision of this information is voluntary and is required to help process your application. Council is regarded as the agency that holds the information and access is restricted to council officers and other authorised people. You may apply to access or amend the information. For further information or clarification please contact the Privacy Contact Officer at Council.

FREQUENTLY ASKED QUESTIONS

How does a school make a booking?

Council provides an application form for schools to complete and return. A cleaning and damage bond of \$250.00 (for individual schools) or \$500.00 (for Zone/Regional carnivals) must accompany the completed application form, along with your school's Public Liability Insurance for a booking to proceed. All completed application forms must be returned to Council by post. Faxed applications will be accepted under special circumstances. A receipt of bond letter is forwarded to your school confirming payment of bond.

Local schools are given first priority to apply for the use of the Crest Athletics Track. Application forms are open to schools in October and November each year to apply for the use of the Crest Athletics Track in the following year.

The following details apply:

- Schools within the Bankstown, Bass Hill and Revesby Wards of Canterbury-Bankstown Council can make an application from October 1 each year.
- Schools within the Canterbury and Roselands Wards of Canterbury-Bankstown Council can make an application from October 20 each year.
- All non-LGA schools can make an application from November 1 of each year.

When is a booking confirmed?

A permit is forwarded to the school once the application form has been processed.

When does a school pay for the hire of the Crest Athletics Track?

Once a permit is issued, an invoice is forwarded to the school, covering the cost of hire and the removal of rubbish. Please refer to the schedule outlining the fees and charges. Payment may be made in person at either one of our Customer Service Centre's between the hours of 8.30am – 5.00pm (Bankstown) and 9:00am – 5:00pm (Campsie) Monday to Friday. Cheque, cash, credit card and EFTPOS are acceptable.

What if another school takes a preferred date?

Schools are encouraged to provide an alternative date if the first choice is taken. However, Council will not make allowances for wet weather dates upfront, as the number of bookings for the Crest Athletics Track has increased and Council wishes to give all schools the opportunity to use the venue.

What happens if there are instances of wet weather?

The Athletics Track itself will still be usable due to its all-weather condition. However, the infield area will be closed for throwing events. The school can decide to go ahead with the use of the Track only. Alternatively, a school could select an alternative date (if available) to hold the carnival. The school must advise Council of their decision as soon as possible. The wet weather line is **1300 655 180**. The wet weather line is normally updated twice daily at 8.30am and 2.30pm.

How does a school hire equipment?

Bankstown Sports Little Athletics Club are willing to hire their equipment for use at School Athletics carnivals. The equipment request form which can be found on the Canterbury-Bankstown Council's web site must be faxed to Leanne McDonald from Bankstown Sports Little Athletics Club on 9602 6558. If the equipment list is not received by Leanne at least two weeks prior to your carnival no equipment will be provided. It is the school's responsibility to ensure Leanne has a copy of your school's equipment request.

A fee is payable for the use of the equipment. Please make cheques or money orders payable to Bankstown Sports Little Athletics Club and forwarded directly to PO Box 5196, Minto BC, NSW 2566.

Are schools permitted to use the canteen?

All schools are able to use the canteen to sell their products. However those schools hiring the Athletics equipment from the Club are also granted the use of the canteen appliances.

Will the First Aid Room be open?

The First Aid Room will be open at all times during the duration of the school carnival. The grounds staff will open the room.

When does the school receive a refund of the cleaning and damage bond?

Council will refund the cleaning and damage bond within one month after the school's carnival providing all hire fees are paid for, no damages occur and the venue is left in a satisfactory condition. There is also the option of Council holding the bond for future hire of the facility.

What happens if the venue is left in an unsatisfactory condition or the terms and conditions are breached?

The school will be notified in writing and any future use of the venue will need to be reconsidered. The school's bond is automatically used to cover the costs associated with extra cleaning, damages and overtime. A further invoice is sent to schools to cover any costs exceeding the cleaning and damage bond.

What if a school cancels the hire for whatever reason?

For any carnival booking cancelled after the commencement of Week 3 of the 1st Term of the school year, a cancellation fee will apply. This fee will be 50% of the applicable hire fee for the carnival, based on the information provided on the application form. At its discretion Council may waive the cancellation fee in instances of inclement weather.

Council will only accept cancellations in writing, by post, fax or email.

Can a school receive a refund if the venue was not used due to unforeseen circumstances?

If a school did not use the venue due to unforeseen circumstances acceptable to Council, the school must notify Council in writing no later than one week after the scheduled carnival for a full refund. No other refunds will be given after this period except the cleaning and damage bond.

What happens if the actual competitor number is different from the approximate provided on the application?

Council must be advised in writing no longer than a week after the booking if competitor numbers varies by 50 or more than the approximate number given. Any notification after this time will not be considered for a refund.

What time are schools required to vacate the Crest Athletics facility?

When booking The Crest Athletics Track, please be mindful that your school carnival must be completed by 2.45pm and the premises completely vacated by 3.00pm. Ground staff are required to lock the premises at 3.00pm. Your school will incur a penalty fee for failing to adhere to the 3.00pm curfew, which will be deducted from the cleaning and damage bond.

Is the Crest Athletics facility available on Fridays for school carnivals?

The Crest Athletics Track is not available for school carnivals on Fridays; however carnivals that are cancelled due to bad weather **may** be permitted to use the facility on Fridays at Council's discretion and subject to facility maintenance programs.

THE CREST ATHLETICS FACILITY
SCHEDULE OF FEES AND CHARGES
2018/19 FOR SCHOOLS

ITEMS	FEES AND CHARGES	PAYABLE TO
Type of carnival <ul style="list-style-type: none"> • Individual School Carnival • Zone/Regional Carnival 	\$1.90 per competitor \$2.40 per competitor OR \$1,172.50 maximum	Canterbury-Bankstown Council
Removal of rubbish <ul style="list-style-type: none"> • The number of students determines the number of bins. 	\$16.00 per bin	Canterbury-Bankstown Council
Bond <ul style="list-style-type: none"> • Individual School Carnival • Zone/Regional Carnival 	\$250.00 \$500.00	Canterbury-Bankstown Council
Equipment Hire <ul style="list-style-type: none"> • Primary • Secondary 	\$85.00 \$115.00	Bankstown Sports Little Athletics Club

- Please Note:**
1. The fees and charges listed within this contract include GST.
 2. The fees are applicable until 30 June 2019.
 3. The above fees **do not** include floodlighting charges.