CENTENNIAL parklands

centennial park moore park queens park

Office use only
☐ Application fee
☐ Public liability

ES Marks athletics field application form

To ensure prompt processing of your application, please ensure the following is attached:

☐ A casual booking fee with your completed application form.

☐ A copy of Public Liability Insurance for $20,000,000.

Contact details			
booked by:			
position:			
organisation: (if applicable)		ABN:	
address: (correspondence)	suburb/town/city	state	postcode
address: (street)	suburb/town/city	state	postcode
telephone:		mobile:	
fax:		email:	

Event details	
event type:	☐ Athletics carnival (please complete both Athletics Carnival sections below) ☐ Athletics training (please complete Athletics Training section on following page)
Please note: The hirer must provide adequate first aid facilities and personnel for participants and spectators at carnivals and matches. Please provide the following details:	
name of first aide officer:	
qualification:	

Athletics carnival details (ES Marks Stadium will be opened from the time stated on this sheet. Therefore, please allow time for setting-up and packing-up in your start and finish times below)

day and date:	start time	finish time	number of people (participants & spectators)	number of officials

Athletics carnival details continued:			
do you require the PA system?	☐ Yes	☐ No	
please indicate if the following throwing events are to be held?	☐ Shot put	☐ Javelin	☐ Discus
will an admission fee be charged?	☐ Yes	☐ No	

Athletics training details (ES Marks Stadium will be opened from the time stated on this sheet. Therefore, please allow time for setting-up and packing-up in your start and finish times below)					
day and date:	start time	finish time	number of people	track training Y / N	field training Y / N (please specify activity)

payment details

Please refer to the fees and charges to determine your payment:

☐ $ 95 athletics carnival booking fee OR
☐ $ 28 casual booking fee (for all new training bookings)

☐ $ additional items (please refer to http://www.centennialparklands.com.au/about/fees_charges)
☐ $ ES marks hire fee (please refer to http://www.centennialparklands.com.au/about/fees_charges)

TOTAL $

method of payment:	☐ Cheque (payable to the Centennial Park and Moore Park Trust) ☐ Credit Card (VISA, Master Card, Bank Card – please complete details below) ☐ Cash ☐ Invoice required		
card number:	☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐		
expiry date:	/ /		
cardholder's name:		cardholder's signature:	

remittance details

Post your application, insurance and cheque or credit card details to:

Centennial Parklands
Locked Bag 15
PADDINGTON NSW 2021

Hand your application, insurance and cash, cheque or credit card details to:

Centennial Parklands Administration
CENTENNIAL PARK
Behind the Café

Email your application, insurance and credit card details to:

sport@centennialparklands.com.au

Fax your application, insurance and credit card details to:

(02) 9380 5541

Please refer to terms and conditions attached before signing.

I hereby certify that I have read and understand the conditions of use relating to the use of Centennial Parklands' facilities and that the foregoing information is correct to the best of my knowledge. I also undertake to advise Centennial Parklands management should there be any alterations or additions to the information supplied.

signature of applicant:		on behalf of: (name of organisation)	
print name of applicant:		date:	/ /

NOTE:

1. Your application will not constitute a booking until you have received confirmation in writing from the Trust and your full payment is received.
2. Once this application has been confirmed, it is the responsibility of the signatory of this application to ensure full payment is forwarded to the Trust within 30 days of the invoice date. The signatory is liable for payment of due fees and charges.
3. Outstanding fees and charges may result in cancellation of the booking or inability to book facilities in the future.
4. Equipment Hire – Centennial Parklands do not hire athletics equipment. Please contact Athletics NSW on (02) 9746 1122 once your carnival has been confirmed in writing and your full payment and copy of public liability insurance has been received.
5. Kiosk – It is the responsibility of the hirer to contact the kiosk manager, Bev Clinch on 0414 865 166 or (02) 9604 3488 to arrange to have the kiosk open.
6. Should you have any difficulties on the day, please contact the Parklands' Security Ranger on 0412 718 611.

ES Marks athletics stadium

ES Marks athletics field - conditions of use

These conditions of use must be agreed to by the hirer at the time a facility is booked. It is the hirers responsibility to ensure that all members of their organisation are familiar with the conditions.

Definitions

'Centennial Parklands' means Moore Park, Centennial Park, ES Marks Athletics Field and Queens Park, whichever applies.

'ES Marks Athletics Field' means the track, field and associated amenities as identified on the map attached.

'Hirer' means a body of people or individual that have been granted a booking confirmation from the Trust.

'Regulations' means the regulations made under the Trust deed.

'Trust' mean Centennial Park and Moore Park Trust, a statutory body established under the *Centennial Park and Moore Park Trust Act 1983* responsible for overseeing the management and direction of the organisation.

1. HOURS OF USE

a) The facility is available for hire during the following periods:

Mondays, Fridays and Weekends
7.00am to 9.00pm
Tuesdays, Wednesdays and Thursdays
7.00am to 3.00pm

b) The facility is open for casual use on Tuesdays and Thursdays 3.30pm to 8.30pm. Bookings are not required.

2. APPLICATION

a) Application for use of a ground or facility will be considered by the Recreation Liaison Officer only on receipt of a completed application form accompanied by the casual booking fee.

b) Any additional bookings or alterations to bookings must be submitted on a separate application form and be accompanied by the Amendment Fee

c) A Late Payment Fee applies to bookings that are not paid for by the due date on the invoice.

d) Previous use of a ground or facility is no guarantee that applications for subsequent use will be successful although every attempt will be made to accommodate recurrent bookings.

e) Booking applications lodged less than 48 hours prior to the date that the activity is taking place may not be accepted.

f) The minimum booking period is 4 hours, with the exception of training which must be booked in 1 hour blocks.

3. COACHING

All people providing coaching at the facility must be either an accredited coach or be working under the direct supervision of an accredited coach. Coaching accreditation must be recognised by the Australian Coaching Council's National Coaching Accreditation Scheme. Persons providing coaching instruction at the facility must be registered with the Australian Track and Field Association and/or registered with Athletics NSW (ANSW) or qualified teacher from a school. Proof of registration and insurance should be carried at all times. The Trust reserves the right to request to inspect the accreditation of any coach.

a) All coaches must be identified on the application and identifiable when on site.

b) Coaches intending to perform private coaching sessions must complete a written application and submit to the Trust.

4. ALLOCATION OF EXCLUSIVE USE

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

5. HIRE PAYMENTS

a) Payment for the booking must be received by the date on the invoice, otherwise bookings will be cancelled.

b) All wet weather back-up dates are charged at the applicable rate.

c) Fees are reviewed annually and revised fees take effect for applications received after 1 August each year.

6. CANCELLATIONS

a) The Trust reserves the right to cancel bookings if:

i) in the opinion of the Director and Chief Executive (or his/her nominated representative) the ground or facility is unsafe or unfit for use.

ii) in the event of urgent remedial work.

iii) where fees are outstanding.

iv) where a ground or facility is not being used for the nominated purpose.

b) The Hirer reserves the right to cancel bookings if:

i) in the opinion of the Hirer the ground or facility is unsafe for use. (If there is any doubt as to whether the ground is playable the Ranger Security on duty must be called on 0412 718 611).

ii) where written notification is received by the Trust no later than 3 months prior to the date the facility is booked.

7. REFUNDS/CREDITS

a) 50% of the hire fee will be charged for cancellation of bookings made less than 3 months prior to the activity date.

b) NO refund will be given for bookings cancelled by the hirer within 14 days of the activity date.

c) A refund/credit will be given if wet weather prevents play or in the event that urgent remedial work may be required. Bookings may either be rescheduled to another available date or a refund given.

8. WET WEATHER

a) The hirer is responsible for contacting the Centennial Parklands Wet Weather Line on (02) 9339 6670 in the event of inclement weather. Should the facility be closed by Centennial Parklands due to wet weather, the hirer will be entitled to a refund or credit.

b) Refunds will not be given for cancellation by the hirer due to wet weather, unless officially closed by Centennial Parklands. However, Centennial Parklands will offer transfer credit to an alternative date where possible.

8. BONDS

A bond as per the Fees and Charges will be applicable to all bookings. The Bond will not be refunded unless the facility is left in a clean and tidy condition to the satisfaction of the Director and Chief Executive or his/her representative, no damage has been caused to the facility or equipment, and the conditions of use have been adhered to.

9. DAMAGE

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

10. CLEANING OF FACILITIES

It is the responsibility of the Hirer to ensure the ground and associated facilities are maintained in a clean and tidy state at all times. The cost of any excessive cleaning and ground restoration by the Trust will be charged to the Hirer.

11. PUBLIC ADDRESS SYSTEM

a) The field is in close proximity to a residential area and the public address system should be used with discretion for essential announcements only. (Users are reminded that normal speech, not raised voices should be used).

b) PA Systems cannot be used before 9.00 am or after 8.00 pm.

c) The operation of any sound amplification or sound production equipment, whether electric, mechanical or acoustic, or by the amplification of the human voice by means of any such equipment, in any building should not be greater than five decibels above the indoor background sound level at any affected residence. The Trust may require independent sound testing as per EPA standards prior to approving an event at cost to the Hirer.

12. COMPETITORS/PARTICIPANTS

a) Athletes using spikes at the facility must not exceed the following size spikes: track events - 7 mm;& jumping/javelin - 9 mm.

b) Hirers must promptly vacate the facility at the conclusion of their booking time. Any hirers remaining at the facility after the booking has expired will be charged an additional hourly fee, plus Ranger Security overtime.

c) No throwing events will be held on the match field area without prior written approval from the Trust.

d) Ball boys/girls are to wear rubber-soled training shoes not studded boots.

e) The only persons permitted on the Athletics track and match field are to be competitors and officials. No spectators are allowed in this area.

f) An adequate number of teachers must be available to supervise school children throughout the duration of the booking to ensure safety and adherence to conditions. In the case of any other junior event/game, the Hirer must ensure adequate numbers of adult supervisors are in attendance.

g) 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 compete in an event.

h) Arrangements can be made to inspect the ES Marks Field prior to use by contacting Centennial Parklands on (02) 9339 6699 during office hours (Monday - Friday 8.30 am - 5.00 pm).

13. FIRST AID

All hirers of the facility have access to the First Aid Room. The Hirer must provide adequate first aid equipment and personnel for participants and spectators at carnivals and matches. The minimum first aid qualification is the equivalent of a Senior First Aid certificate. The Trust does not provide first aid materials or equipment, other than the room.

14. SPONSORSHIP

Hirers are allowed up to four banners (4 m x 3 m) free of charge.

15. SALE OF GOODS

a) TSL Catering Services Pty Limited has the exclusive rights to sell refreshments at the facility. It is the hirers responsibility to contact Bev Clinch on mobile 0414 865 166 or (02) 9604 3488 regarding his operating the kiosk on the date of your use of the facility.

b) The sale of merchandise or refreshments by hirers of the facility is not permitted.

16. ACCESS

a) Should an ambulance be required at the facility, the Boronia Street entrance is to be used.

b) Keys will not be made available for use by Hirers. No Hirer is permitted access to the facility apart from the hours booked.

c) Vehicle parking within the facility is restricted to the marked parking bays via the Boronia Street entrance. Parking by patrons outside designated areas may attract a fine under the Trust's Regulations.

d) No riding of cycles, skateboards, roller blades or the like is permitted in the confines of the facility.

17. ADMISSION CHARGES
Hirers charging an admission fee to spectators at the facility will be liable for a higher ground fee.
18. HIRE OF ATHLETICS EQUIPMENT
Athletics equipment can be hired from ANSW on (02) 9746 1122, upon receipt of the booking confirmation from the Trust. ANSW must be contacted at least one month prior to the use of the facility.
19. MARQUEES
No tents are to be erected on the match field. However, tents may be erected in the practice area under the supervision of the Trust's staff following written approval from the Director and Chief Executive or his/her representative and the payment of the approved fee.
20. INSURANCE
a) The Hirer of the premises will not do, or permit to be done, or leave undone, anything which will affect the Trusts insurance policy or policies to fire or public risk, in connection with the facility, and the hirer hereby agrees to indemnify the Trust and its officers to the extent that such policies are affected through any such act.
b) The Hirer will take out and keep in force for the period of use the following insurance policies with a company approved by the Trust:
i) Public Liability Insurance with a limit of liability of no less than $20,000,000. This policy is to be in the joint names of the Hirer and the Trust. The Hirer shall provide a copy of such insurance to the Trust upon written confirmation of their booking.
ii) Workers Compensation Insurance in respect of any employee of the Hirer who is employed in connection with the use of the premises under the terms of this agreement.
c) Where more than one party comprises the Insured, each of the parties shall be considered as a separate and distinct unit, and the word Insured shall be considered as applying to each parties, provided that nothing in this clause shall result in an increase of the insurers Limit of Liability, in respect of any Occurrence or Period of Insurance.
21. ACCIDENT INDEMNITY
The Hirer shall be responsible for any accident, loss, damage or injury sustained by any person using the facilities or part thereof during the time the facility is allocated to the user, not withstanding that such injury arose from or by reason of any defect with the facilities and the hirer agrees to indemnify the Trust against all claims and demands made or costs or expense incurred in connection with such actions. The Hirer is required to provide the Recreation Services Officer with written details of any person within three3 days of the date of the accident occurring.
22. THEFT
The Trust will not be liable for any loss or damage sustained by the Hirer or any persons, firm or corporation entrusted to or supplying any article or thing to the Hirer by reason of any such article or thing being lost, damaged or stolen and the Hirer agrees to indemnify the Trust against any claim by any such person, firm or corporation in respect to such article or thing.
23. GOOD ORDER
The Hirer will be responsible for the full observance of these conditions and for the maintenance and preservation of good order on the field and in the premises during the time the facility is allocated to the Hirer.
24. SUB-LETTING
The facility and/or premises must not by subject, transferred or re-assigned to any other organisation or individual.
25. DISPUTES
In the event of any dispute or difference arising as to the interpretation of these conditions, or any matter contained in them, the decision of the Director Visitor Experience will be final and conclusive.
26. GENERAL PARK RULES
Trust Regulations prohibit the following:
a) parking or driving vehicles on sports fields or other turfed areas, footpaths, cycle tracks or horse tracks unless authorised in writing by the Director and Chief Executive.
b) commercial activities including the collection of money, sale of food, drinks, services and merchandise.
c) filming or photography for commercial purpose except with the written permission of the Trust or Director and Chief Executive.
d) leaving litter and other waste material in places other than in the Park's rubbish bins/recycling stations.
e) use of insulting, threatening or indecent language.
f) offensive or indecent behaviour.
g) non-compliance with discretions given by the Trust, Director and Chief Executive, Police or any other authorised person.
h) damage to grass, trees and other vegetation or wildlife.
i) damage to buildings, structures and equipment.
26. AUTHORITY
It is to be noted that all instructions issued by the Trust’s representatives are to be adhered to at all times. Failure to do so may result in your organisation being denied future use of the facility.
27. BREACH OF CONDITIONS
Any breach of any one or more of these conditions and/or Park Regulations may, at the discretion of the Trust, result in the use of the sporting fields and its associated facilities, or both, being withdrawn.
28. SAFETY
Duty of Care
The safety of all people attending ES Marks Field is of utmost concern to the Trust. Hirers of the venue

also have a duty of care to ensure the safety of all users of the venue under their control. For periods of exclusive use, the Hirer has a duty of care for all people within the venue.

Equipment

The Trust will not supply any safety equipment necessary for using the facilities. Safety equipment must be provided by the Hirer.

Supervision

Hirers are responsible for ensuring an adequate level of supervision is provided at all times during their period of hire. For school athletic carnivals school children should be assembled in the main grandstand upon arrival at the venue. Children are not permitted to enter the main field until it is necessary for them to compete.

Electrical Equipment

All electrical equipment brought onto the venue by hirers must be tested and tagged in accordance with Australian Standard 3760:2000 for in-service safety inspection and testing of electrical equipment.

Portable Gas Cylinders

Any gas cylinders brought into the venue must comply with Australian Standard 2030.1-1999 for the verification, filling, inspection, testing and maintenance of cylinders for storage and transport of compressed gas–cylinders for compressed gases other than acetylene.

Throwing Activities

Throwing events are inherently dangerous activities. The Trust has policies governing the undertaking of throwing activities as outlined in the competition and training protocols which are attached.

29. EMERGENCY EVACUATION

ES Marks Field has an Emergency Evacuation Plan. All hirers are expected to adhere to the plan in an event of an emergency situation. In the event of an emergency call Ranger Security on 0412 718 611. Please refer to the attached site plan for emergency evacuation points.

30. SECURITY

Hirers are required to disclose the nature of the event and the number of people attending. The Trust reserves the right to require a hirer to procure professional security personnel for the event. Where such a directive is made, costs associated with procurement of such services will be borne by the hirer.

31. INCIDENT REPORTING

All incidents must be reported to Ranger Security or the Recreation Services Officer and followed up by a completed incident report form as required by the Trust. Incidents may include:

a) any non-sport related sports that result in injury,
b) any serious sport related injury, and
c) any non-sport related near-misses that could have resulted in serious injuries.

34. TRAINING & COMPETITION PROTOCOLS

The Centennial Park and Moore Park Trust have in place Competition and Training Protocols. These set out guidelines of expected behaviour for those training or in an official capacity at the venue. Hirers are responsible for educating their athletes and officials regarding the obligations detailed in the protocols.

35. ALCOHOL

The sale of alcohol at ES Marks Field is strictly prohibited without the expressed written consent of the Trust and in compliance with the Trust's alcohol policy and the *Liquor Act 1982* (NSW) and compliance with Park Regulation.

36. ANIMALS

Animals are not permitted within the grounds or facility unless written consent is provided by the Trust.

37. PARKING

Parking permits may be issued by the Trust to ensure vehicle movements behind the grandstand are limited so as to not obstruct pedestrian movements or emergency vehicle access. Hirers are expected to help police this permit system. Fines may be issued for non-permitted vehicles parked in this area.

Please note: It is the responsibility of the signatory for this application, to ensure full payment is forwarded to the Centennial Park and Moore Park Trust by the payment date stated on your invoice. The signatory is liable for payment of due fees and charges.

FURTHER INFORMATION

For any further information relating to these conditions or other matters in connection with the use of the field, please contact the Recreation Liaison Officer on (02) 9339 6699.