



Photos courtesy of the Albany Advertiser

Casual Sport Permit Centennial Park Sporting Precinct

Handbook and Application Form 2014

Casual Sport Permit

All Associations, Schools, Clubs, other Organisations or Private Entities that require formal use of a sports field in the Centennial Park Sports Precinct are required to obtain either a casual or seasonal sports field permit.

A casual sport permit is required for groups or individuals requiring the use of a sports field for organised activity at any time of year and not over the course of an entire season.

To obtain a casual sports permit please complete the 'Casual Sports Field Permit Application Form' at the end of this document.

For seasonal sports field booking documents or further information please go to www.albany.wa.gov.au/your-community/

Please note: A casual sports field permit does not qualify as approval for large events. All Hirers planning a large event or an event with amplified music must contact the City of Albany's Environmental Health Team and complete a 'Concert and large events application form'. This must take place a minimum of 60 days prior to the event. A 'Casual sports field permit application' can then be submitted in addition to the event application. Final approval of large events rests with the Environmental Health Team.

Management of Bookings and Restrictions

- The City of Albany (the City) will allocate the use of its grounds and is the sole entity that can administer this function. This is performed through the Albany Leisure and Aquatic Centre (ALAC).
- Bookings on the sporting fields are assessed on a case-by-case basis and take into account the impact on the sports field, type of sport, ground availability and condition of the field at time of enquiry.
- Council reserves the right to refuse, cancel and/or withhold the hiring of any park, reserves or associated building should special circumstances warrant such action; for example a booking may be cancelled when severe or inclement weather is predicted, particularly high rainfall, so as not to damage sports fields.
- The right to refuse the hiring of any park, reserves or associated building extends to the Council's interpretation of what is deemed appropriate or not in each circumstance. For example any activity which may cause anti-social behaviour or complaint from properties in the vicinity would not be supported. Private functions generally will not be permitted on sporting fields.
- To provide quality and safe playing surfaces restrictions and conditions may be required to prevent the over use of reserves. Any restrictions or conditions will be based around the following:
 - Level of usage
 - Type of footwear worn
 - Specific areas of high wear and tear e.g goalmouths
 - Type of Hirer (senior or junior)
 - Type of sport
 - Seasonal demands
- Sport appropriate footwear is permitted for casual bookings. However Council reserves the right to impose restrictions on footwear at any time if it deems it necessary to protect the condition of a playing field. The Permit holder is required to comply accordingly or suspend their use of fields when restrictions are in force. Note that spiked cricket footwear is not permitted on Synthetic surfaces.

General Conditions

- The City's Reserves staff has the authority to act on Council's behalf during an event and shall be allowed entrance at any time. The hirer must carry out any direction issued by the City's Reserves staff.
- Hire of the sports fields does not include use of change-room facilities. Where possible, toilets will be made available.
- Hire of the sports fields only includes the permanent infrastructure located on the field in question i.e. fixed goals. The provision of non permanent items such as soccer goal nets, portable goals, witches hats and other such items are the responsibility of the Hirer. Should the hirer wish to arrange loan of such equipment through the relevant sporting association or club, a contact list can be found at www.albany.wa.gov.au/your-community/
- Council reserves are all public open space and no hirer shall erect a fence around a sporting event or charge an admission fee unless authorised by Council. Permission needs to be sought from Council at least three (3) months prior to the event.
- Line marking, excavation, dumping of sand or any other interference with the field surface is not permitted unless prior authorisation is sought.
- Vehicles are not permitted on the sports fields unless prior authorisation is sought.
- Should you wish to sell any food and/or drink products during the sporting event, it is the responsibility of the Hirer to contact City of Albany's Environmental Health Team at least five (5) working days prior to the sporting event to seek approval for the issue of a 'Temporary Food Permit'.
- BBQ's are permitted but must be 4.5m away from trees and overhanging branches, away from canopies and public buildings and have protective material/drip tray to capture any residue e.g. oils/fats. Flames must be covered and contained at all times.
- The hirer is required to clean up and remove all litter generated by their activity prior to vacating the site. If premises are left in an unsatisfactory condition, a contractor will be engaged to clean the premises, with expenses billed back to the hirer responsible.
- The use of Confetti is prohibited on all fields.
- Security may be a condition of hire for a large event. If a security presence is required at the event it is the responsibility of the Hirer to organise and pay for this service.

Damage

- Any person found to be damaging any equipment or part of any field will be requested to vacate the precinct.
- All breakages i.e. glass etc, must be cleaned up immediately. If necessary the event should cease until broken glass is removed.
- Banners, other display material, tarps etc are not to be strung from trees.

- Care must be taken when placing stakes into the ground in order not to damage Council's reticulation system. A map of the reserve can be organised with relevant markings if required. Reserves officers must meet with organisers, who are placing marquees, tents or stakes of any kind into the ground (two (2) weeks prior to the event). Damage to reticulation will be billed against the Hirer's bond. The hirer is liable for all damages.
- Any faults or damage to the reserve or equipment should be reported to the Administration Team Leader at Albany Leisure and Aquatic Centre.

Protection of People and Property

- Insofar as compliance with the requirements of the hire conditions permits, the Hirer shall:
 - Provide all things and take all measures necessary to protect the people and property.
 - Conduct an inspection and assessment of the sports field prior to use to ensure it is fit for use.
 - Inform participants of any risks associated with the event.
 - Prevent nuisance and unreasonable noise and disturbance.
- All Hirers that are an Incorporated Body, Club or Association must have current insurance cover for:
 - Public Liability to the value of **\$10,000,000**.
 - Workers' Compensation to the full extent of liability under the Workers' Compensation Act (if applicable).
- The Hirer must provide the City of Albany with a copy of their insurance Certificate(s) of Currency (for the specific event and indemnifying Council as listed below).
The hirer shall indemnify the Council against:
 - Loss of or damage to property of the Council, including existing property.
 - Claims by any person against the Council in respect of personal injury or death or loss of or damage to any property arising out of or as a consequence of the actions of the hirer.
- If the Hirer is not an Incorporated Body, Club or Association and does not hold current public liability insurance please note:
The City of Albany has Public Liability cover subject to the policy wording, conditions & exclusions for the assets owned by Council.
All applicants/participants may not be automatically covered by the City.
Therefore applicants must consider their own legal liability exposures & where necessary to have their own Public Liability Insurance cover.

Fees and Charges

- The Hirer will be invoiced for the use of sporting fields in accordance with the City of Albany's schedule of Fees and Charges. The rates applied will be those at the time of field use and not those at the time the permit is issued.
- The City of Albany requires 48hrs notice in writing of booking cancellations. Failure to meet this condition will result in a \$40.00 'No Show' fee.

- Bonds will be charged in accordance with the City of Albany's schedule of Fees and Charges. All or part of all of which may be withheld should the City incur costs as a result of the Hirers activities or to cover the cost of extra services which Council staff may have to supply.
- An additional field restoration bond may be charged. Part or the entire amount of which may be used to restore the field(s) after heavy usage.
- Please allow 2-3 weeks after your sporting event for a bond refund.
- Power and water can be arranged if it is available at the particular reserve being hired. This will be charged at the rates specified in the City's Fees and Charges.
- Signage and other additional infrastructure if approved, may incur additional fees. This will be charged at the rates specified in the City's Fees and Charges.
- Fees and charges are subject to change in line with the City's annual budget process.

Checklist

For your records

- Refer to Sports field maps for correct identification of venues.
- Do you need to attach a copy of your current Certificate of Currency for public liability insurance (minimum \$10 million)?
- Council reserves the right to request further information or documents to support this application.
- Council reserves the right to amend the Terms and Conditions and information in the Casual Sports Field Booking Handbook at any given time.
- Bookings are made through the Albany Leisure and Aquatic Centre. Please contact the Centre on 9844 2250.

Date Application Submitted (dd/mm/yy):
Time of Application:
Method of delivery:

Application for a Casual Sports Field Permit

HIRER DETAILS (Section 1)

Name of Club/Organisation:		CITY Reference:
Club/Organisation contact name:		
Address:		
Suburb:		Postcode:
Telephone (bus):	(after hours):	
(mobile):	E-mail:	

EVENT DETAILS (Section 2)

Event type (please tick all that apply)

- General (not for profit)
 Fund raising
 Commercial
 Junior players (up to 16)
 Senior players
 Other (specify) _____

Name of Sport and/or Activity (e.g. Soccer carnival, AFL practice match etc)

Name of precinct (please refer to CPSP maps, available at www.albany.wa.gov.au/your-community/)

Name of field (please refer to CPSP maps, available at www.albany.wa.gov.au/your-community/)

Days and times requested

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start time (AM/PM)							
Finish time (AM/PM)							
Start date (dd/mm/yy)				End date (dd/mm/yy)			

Please Note: Hire times shall incorporate any time required for pre-functional deliveries and/or set up arrangements and must be indicated on this application form.

SITE DETAILS (Section 3)

Do you require access to power Yes No

Do you require access to lights (where available) Yes No

Do you plan to use any additional infrastructure for your event e.g. marquees, amusements, provision of food and beverages etc.

Yes

No

If yes please provide details below.

INSURANCE (Section 4)

Schools only

If no to either of the following questions a current **Certificate of Currency of Public Liability Insurance** (minimum \$10 million), must be provided with this application.

Are you a State Government school?

Yes

No

Are you participating in school approved activities?

Yes

No

All other organisations

Has your organisation received a Seasonal or Casual Sports Field Permit in the last 12 months?

Yes

No

ISSUING OF PERMITS (Section 5)

- Please allow 10 business days for the processing of your application.
- Bookings are not final until confirmation is provided to you by the Administration Team Leader at Albany Leisure and Aquatic Centre.
- Permits will be sent to the contact person detailed in Section 1 of this form.

STATEMENT OF ACCEPTANCE (Section 6)

Council is committed to protecting your privacy. The personal information which you provide on this application is being collected by Council for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. The personal information provided in Section 1 will be publicly available, including publication in the City of Albany website. The remainder of the personal information that you have provided will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to Council whilst completing this application, please contact Albany Leisure and Aquatic Centre on **08 9844 2250**.

I hereby confirm and acknowledge (tick)

- I have read and understood the contents of this form and the Casual Field Booking Handbook, and have been given full opportunity to discuss the implications of this application;
- The information I have provided in this form is accurate and complete; and that if a permit is issued, I will be required to comply with the terms and conditions contained in the permit which will include an obligation to comply with the Casual Field Booking Handbook as amended from time to time;
- That if a permit is issued, I will be required to comply with all other statutory rules, ordinances and other enactments of the Commonwealth of Australia or State of Western Australia including without limitation, the *Food Act 2008*, *Liquor Control Act 1988*, *Local Government Act 1995*, *Freedom of Information Act 1992* and *Activities on Thoroughfares and Public Places and Trading Local Law 2011* and *Local Government Property Local Law 2011*;
- That if a permit is issued, I will be required to enter into an application for credit with Council agreeing to its payment terms. Hire fees will be payable on invoice in keeping with the fees and charges schedule approved by Council each financial year. Any requests for fee waivers, refunds and disputed accounts must be made in writing prior to payment of the account becoming overdue;
- That in order to have this application considered, a Certificate of Insurance is required from any organisation that has not applied for a Seasonal Sport permit in the previous season and/or year; and
- Compliance with, as an individual and/or authorised representative of the group/organisation, the rules applicable to the Centre and any special conditions noted by the staff in relation to an approved booking. Should the Leisure and Aquatic Centre have to engage the services of a collection agency; the hirer will bear all associated costs to recover the debt in full.

First Name:	Surname:
Position:	
Organisation Name:	
Date (dd/mm/yy):	Signature:

OFFICE USE ONLY

Date Received:	Date:		Initial:
Processed:	Date:	Booking ID:	Initial:
Reserves Staff Notified:	Date:	Format: (email, phone):	Initial:
Hirer Advised of Fees and Charges:	Date:	Format: (email)	Initial:
Booking Confirmation Sent:	Date::	Format: (email)	Initial:
Booking entered into shared calendar:	Date::		Initial:
Booking invoiced:	Date:		Initial: