



## Sportsground Booking Application Form

*Includes general School sport bookings; sport carnivals; cross country event; athletic carnivals etc.*

### Applicant

Name of School/Group/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person/s: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Daytime Contact No: ( ) \_\_\_\_\_

Mobile: \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

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

### Booking Details *(Please exclude school and public holidays)*

Ground Requested : \_\_\_\_\_

# Fields /Courts: \_\_\_\_\_ Sport / Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Participants: \_\_\_\_\_

Ground Requested: \_\_\_\_\_

# Fields /Courts: \_\_\_\_\_ Sport / Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Participants: \_\_\_\_\_

Ground Requested : \_\_\_\_\_

# Fields /Courts: \_\_\_\_\_ Sport / Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Participants: \_\_\_\_\_

### Events – Athletic Carnival, Sports Day, Cross Country

Ground Requested : \_\_\_\_\_

Event: \_\_\_\_\_ #: Participants \_\_\_\_\_

Date: \_\_\_\_\_ Wet Weather Date: \_\_\_\_\_ Time: \_\_\_\_\_



Ground Requested : \_\_\_\_\_

Event: \_\_\_\_\_ # Participants: \_\_\_\_\_

Date: \_\_\_\_\_ Wet Weather Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE: If insufficient space to complete all bookings required please photocopy this page and return to Reserves Booking Office.**

## Requirements

Change rooms  Toilets  Key  Floodlights  Line marking

Public Address System  Other: \_\_\_\_\_

- If keys are required to access Council amenities, a deposit of \$50 is payable when obtaining keys from the Customer Service Centre Dee Why and is refunded on their return.
- Copies of current Public Liability must be provided for each group/school participating.

## Booking Information

- School bookings for February to December in the next year, must be submitted by November.
- A booking fee and bond will be set in line with Warringah Council [Fees and Charges](#) (PDF Link)
- The bond will be refundable in whole or part, following an inspection after the event to determine compliance with Council's conditions
- Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's reserves.
- Any additional bookings throughout the year, should be made on this form.

## Insurance Details (Excluding Government Schools)

Permits will not be issued unless you have Public Liability insurance for the area you want to use. Please complete this form and send a copy of your Public Liability insurance certificate of currency. Council requires Public Liability insurance of a minimum \$10,000,000 for subject permit.

## Indemnity

Name of applicant: \_\_\_\_\_

(Referred to hereafter as the Permit Holder) holds Warringah Council harmless and releases and indemnifies, and keeps released and indemnified, from and against all action, suits, claims, demands, costs, charges and expenses for which Council, its servants, agents or employees may be held liable in respect of any damage, accident or injury of whatsoever nature or kind and however sustained or occasioned and whether to property or persons in connection with the use of this public area and any work connected therewith pursuant to this permit but excluding such liability arising from any negligent act, default or omission, on the part of Council, its servants, agents or employees either solely or in contribution thereto.

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

## Submitting your Application

- Fax it to Council's Reserves Booking Officer on 9942 2646; or
- Email [reservebookings@warringah.nsw.gov.au](mailto:reservebookings@warringah.nsw.gov.au)
- Phone Council's Reserves Booking Officer on 9942 2545 for further information



## Payment of the Application Fee

Payment can be made as follows:

| Contact method | Payment method                         | Location   |
|----------------|--|--|
| By mail        | Cheque or money order                  | Warringah Council, 725 Pittwater Rd, Dee Why, NSW, 2099                            |
| In Person      | Cash, credit card, cheque, money order | Customer Service Centre, 725 Pittwater Rd, Dee Why. Open: 8:30am – 5:00pm, Mon-Fri |
| By Fax         | Credit card                            | Fax: 9942 2606   |

**Note:** Credit card payments **cannot** be made over the phone or internet. AMEX, EFT or EFPOS payments cannot be accepted.  
Cheques to be made payable to Warringah Council