



Sports Ground Tenancy Agreement Application

Club/Organisation Name:			
Sports Ground:			
Season Allocation:	☐ Summer (1 October to 28 February) ☐ Winter (1 April to 31 August)		
Club Contact Details			
Club Name:			
Club Mailing Address:			
Club Email Address:			

Club President Name:			
Phone:		Email:	
This person requests/requires updates regarding ground closures ☐ Yes ☐ No			

Club Secretary Name:			
Phone:		Email:	
This person requests/requires updates regarding ground closures ☐ Yes ☐ No			

Club Treasurer Name: (for invoicing purposes)			
Phone:		Email:	
This person requests/requires updates regarding ground closures ☐ Yes ☐ No			

Authorised/Preferred Club Contact Person (if different from above):		Phone:	
		Email:	
This person requests/requires updates regarding ground closures ☐ Yes ☐ No			

Only the above-named personnel will be given authority to make changes to approved bookings/usage. Should you request additional members of your club to be authorised to make changes, please list names below:

Key Holder Register			
Complete attached form ☐ (tick if attached)			
Sports Ground – Requested Actual Usage			
Complete attached form ☐ (tick if attached)			
Pavilion/Clubroom – Requested Actual Usage			
The club is to use the building to conduct the affairs of the club, including meeting, socialising, licenced club operations, and fundraising.			
Day	Time Start	Time Finish	Purpose
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Are the premises licensed for selling alcohol? ☐ Yes ☐ No			
If yes, please provide copy of Liquor Licence with this application ☐ (tick if attached)			
Privacy Statement			
Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the Kingborough Council in order to advance the purposes of this form and to carry out Council business. The Personal Information Protection Act 2004 and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting the Customer Service Unit on 6211 8200. Should you not provide the information sought, Council will not be able to process this form.			
Insurance			
All clubs/sports ground users must have public liability cover and be covered for a minimum of \$20 million. The user is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for any claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the user, or his, her, its servants, agents, employees or any person acting for or on behalf of the user during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid provided that the user shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.			
Certificate of currency must be attached to this application ☐ (tick if attached)			
Agreement			
— The above-named club/organisation is prepared to enter into a Seasonal Sports Ground Tenancy Agreement with Kingborough Council. — We the undersigned, having read and understood the Sports Ground User Manual and Tenancy Application hereby agree to ensure that all members of the above-named club/organisation will comply with the terms and conditions of the Sports Ground User Manual. — The sports ground covered by this agreement is to be used for sporting, training, and recreational purposes and for no other reasons unless permission is granted by Council.			
Club President (name):		Signed:	
Club Secretary (name):		Signed:	

Key Holder Register

- **Complete this form and add every authorised key holder within your organisation.**
- **It is the responsibility of the Club to recover keys from any unauthorised persons or those who no longer have a requirement to possess keys.**
- **Any keys surplus to your Club's requirements must be returned to Council for safe keeping until needed**

- ### **Key Holder Register**
- **Complete this form and add every authorised key holder within your organisation.**
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[illegible]

Sports Ground – Requested Actual Usage

- Include details of your Club's individual usage, ie Junior Training, Senior Training (age/team specific if possible) etc, and any other usage specific to your club only.
- One off or special events can be added below in the allocated space on this form.
- Ground requirements for Match/Game use will be obtained from the relevant Competition Management and will be allocated as per the approved fixture. Priority will be given to accommodate matches before casual use requests are considered.
- For clubs utilising multiple grounds or grounds outside of your home ground, please complete a separate form for each ground. Ensure you consult and liaise with the relevant Tenant Club before submitting your usage request to avoid requests being declined due to booking clashes.

Sports Ground:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0700							
30							
0800							
30							
0900							
30							
1000							
30							
1100							
30							
1200							
30							
1300							
30							
1400							
30							

1500							
30							
1600							
30							
1700							
30							
1800							
30							
1900							
30							
2000							
30							
2100							
30							

One Off or Special Event Booking (includes Season Launch/Open Days, Clinics, Presentation Day, Intra-Club/Practice Matches, etc)						
Day	Date	Time Start	Time Finish	Purpose/Event	Ground Use Y/N	Club Room Use Y/N