



WET SEASON
OVAL ALLOCATION
01 October - 31 March
Information Pack
2009/2010

Application Procedure

Please return completed applications to –

**Darwin City Council
GPO Box 84
DARWIN NT 0801**

FAX: 8930 0644

Attention – Community Recreation Coordinator

by **Tuesday 01 September 2009.**

A copy of last year's allocations is attached. If these times are still suitable, this will assist in smooth allocations for 09/10. If not, allocations will be considered and discussed to ensure an equitable outcome.

Late or incomplete applications may cause delays or mean you may miss out on your choice of oval.

Should you have any enquiries
please contact Simone Drury on 8930 0627
or e-mail s.drury@darwin.nt.gov.au

You will be advised in writing of confirmation of your bookings.

- **Oval Allocation Procedure**

Ovals are allocated through peak sporting bodies only.

Please fill out and submit the application form for seasonal oval allocation. Priority will be given to the traditional users of any particular facility.

Once applications are received and considered, your bookings will be confirmed in writing. Bookings are NOT confirmed until you receive this notification.

- **Conditions of Hire Agreement**

All hirers of Council facilities must follow the procedures outlined in the **Conditions of Hire Agreement** as follows:

The hirer is responsible for ensuring that the use of the facility complies with the approved purpose and all other Conditions of Hire.

It is the responsibility of each club to ensure that the facilities are clean and tidy after each use.

- **Keys**

As a seasonal hirer, you will be issued with the relevant building keys for the duration of the season. Council also has keys for accessing locks and power boxes.

A maximum number of 3 sets of keys per club/association are available. A key bond of \$50.00 per set will apply. (Gardens Oval keys are \$95 each).

All keys are to be collected and returned to the Civic Centre, Darwin City Council at the end of each season.

- **Fees and Charges**

Payment for oval use is set within Darwin City Council's Fees and Charges 2009/2010. A copy is attached for your information. **You will need to refer to the fees and charges when filling out your oval allocation application.**

An invoice for the entire season will be issued for all confirmed bookings.

Please note that failure to pay the required charges in any one year may result in Council refusing to allocate ovals in the future.

- **Public Liability Insurance**

Any organisation applying for the allocation of a Darwin City Council oval will provide to the Darwin City Council evidence of a policy of Liability Insurance for an amount not less than \$20,000,000.00 and agree to indemnify the Darwin City Council against any or all actions, claims proceedings, costs and expenses arising howsoever from the organisation's use of the allocated oval and any ancillary facilities.

A copy of your Certificate of Currency for this policy must be submitted prior to the commencement of the season. Failure to provide evidence of insurance entitles the Darwin City Council to withhold any bookings.

- **Equipment**

It shall be the responsibility of the organisation to which the allocation of a Darwin City Council oval is made to ensure that any or removable all goals, posts, nets or other competition or training aids are removed from the playing area after each and every training or competition session. Within one week of the completion of the playing season all goals, posts, nets, and other competition or training aids are to be removed from the grounds.

Where directed by the Darwin City Council, organisations will use protective equipment and practices to ensure the least possible wear of ovals for both competition and training periods.

- **Storage**

Due to limited storage available, users are not permitted to store equipment at the ovals during the off season and will therefore need to make alternative arrangements at the immediate conclusion of the season.

Council appreciates that this may cause some inconvenience, however to ensure safety and fairness Council is unable to guarantee exclusive use to any one organisation unless a separate written agreement between Council and the Association has been established.

Any equipment stored on the premises is to be insured by the user group. Council accepts no responsibility for damage or theft.

- **Alcohol Consumption and/or Sale and Food**

At Gardens Oval alcohol is only to be sold from the beer booth. At all other ovals no alcoholic drink may be served, consumed or sold in contravention of the Northern Territory Liquor Commission's licensing laws (Liquor Exemptions are available from Council, Liquor Licence applications are available from the Liquor Commission).

The hirer shall ensure that the sale of food complies with all relevant legislation. Darwin City Council requires a copy of the approved permit, before a Hire of Council Facilities is issued.

- **Litter**

Organisations are required to collect and remove all litter introduced onto the oval and/or its surrounding areas and facilities.

- **Casual Bookings**

Any special event or casual booking by Associations must be applied for separately.

All functions/events are to be completed by 12.00 midnight. Failure to do so will result in forfeiture of the security deposit.

- **Other**

All line markings on any oval by an organisation shall be water-based paint only.

Area parking must not contravene any by-law regulations.

No alteration or addition may be made to any building or fitting without Council permission.

No pegs, stakes or other like devices are to be driven into the surface of a park, reserve or oval without approval of Council.

No vehicles are to be driven upon a park, reserve or oval without approval of Council. To prevent root zone compaction, no vehicular traffic to be permitted within a diameter twice that of a tree's crown perimeter.

After hours call-outs for maintenance, irrigation or other issues **MUST** be made to the Call-out Officer on **0434 735 221**.

Please refer to Council's fees and charges for relevant cleaning and security deposit charges.

- **Gardens Oval Facility**

Cleaning

The hirer is responsible for daily collection and disposal of all introduced litter. The hirer shall not allow any confetti, cooking oil, fat or similar substance to be spilt upon any paved area. Failure to leave the site clean and tidy will result in Council employees cleaning up the area and the hirer paying the cost of labour and equipment used at the rates under the current Schedule of Fees and Charges.

The grandstands are to be cleared of all rubbish and hosed out after each use.

The change rooms and beer booth are to be cleared of all rubbish, swept and hosed out after each use.

Any litter introduced to the complex must be collected and removed immediately after use. Rubbish removal is the hirer's responsibility.

Damage

Please notify Council on 8930 0627 of any damage or maintenance requirements at the complex.

The hirer shall be responsible for any damage to fixtures, gardens, lawns and anything within the area of hire during the period of hire and shall reimburse Council for any repairs or replacement.

Any damage, which is not considered normal wear and tear, will result in the forfeiture of all or part of the security deposit.

Lock up

All power is to be turned off in change rooms and beer booth after each use.

All doors and gates are to be left locked and secured prior to departure.

Parking

Vehicle parking is only to occur in designated parking areas. No vehicles are to be taken onto the ovals without prior written permission of Council.

No vehicles are to be driven upon a park, reserve or oval without approval of Council. To prevent root zone compaction, no vehicular traffic is permitted within a diameter twice that of a tree's crown perimeter.

Sponsorship and Advertising

All third party advertising (e.g. sponsorship) must be facing the facility internally and must not cover existing signage. There is a fee associated and approval must be sought in writing from the Darwin City Council.

Council reserves the right to terminate any arrangements for the use of facilities in the event of non-compliance with any of the above.