Application for Sports Field Hire / Use – Aicken Park, Coromandel Domain, Cory Park, Lyon Park

THAMES COROMANDEL DISTRICT COUNCIL

If this booking is for an event other than training or your normal game day please complete an event application form to accompany this application.

Please allow up to four weeks for processing and approval of the application.

Contact person	Role
Club / Organisation	
Phone number	Postal address
Email address	

Activity
full details

Dates required:

Specify times
e.g. Saturday 18th May, 8.00am - 4.00pm to Sunday 19th May, 9.00am - 4.00pm _____ *to* _____

Numbers attending:

_____ ** **Please note:** if over 500 people, please complete the application form for Events, Activities and Concessions*

Seasonal booking: *complete this section for seasonal bookings only.*

Summer Season: normally 1 October to 31 March

Date: From: ___/___/___ To: ___/___/___

Winter Season: normally 1 April to 30 September

Date: From: ___/___/___ To: ___/___/___

Park / Reserve Name	Facility Required	Days Required *(please check box)*							Time	
		M	T	W	T	F	S	S	From	To
		☐	☐	☐	☐	☐	☐	☐		
		☐	☐	☐	☐	☐	☐	☐		

I would like to book:

(See field diagram below and mark according to the field you are hiring)

Please indicate which field you are hiring:

☐ **Aicken Park** ☐ **Coromandel Domian** ☐ **Cory Park** ☐ **Lyon Park**

- ☐ Field #1
- ☐ Field #2

☐ **Extra Rubbish Bins Required** (Extra $25.33 each - incl GST) ☐ **Open Gates** ☐ **Open Toilets**

☐ **Mark Fields - Rugby - Touch - Soccer - Cricket - League**

Aickin Park

Aickin Road

Field #1

Field #2

Coromandel Domain

Pound Street

Field

Cory Park

Tokoroa Road

Field

Lyon Park

Dundas Street

Field

Information

For more information, please contact our:

Customer Services Team
Phone: 07 868 0200
Email: customer.services@tcdc.govt.nz

Office use only		
	FEES $	DATE
	RECEIPT NUMBER	STAFF SIGNATURE

Booking Terms and Conditions

The Customer Agrees that where the Thames Coromandel District Council (the Council) supplies the Customer with goods/ and or services, the following conditions will apply:

- The Terms and Conditions of Payment (if applicable)
- The Terms and Conditions for supply of Facilities and Equipment
- The Terms and Conditions for Health and Safety
- Any additional terms and conditions agreed in writing between the Council and the Customer.

Terms and Conditions of Payment

1. The Customer will pay the Council the set fee by the 20th day of the month following the date the invoice is issued.
2. Where payment is not made in accordance with clause 1, the Customer agrees to pay the Council all costs and expenses (including debt collection fees or legal fees), incurred by the Council in seeking to recover the overdue amount.
3. The Council is entitled to apply all payments received from the Customer, first in reduction of interest and costs and then in reduction of any amounts invoiced.
4. The Customer will notify the Council of any change of address or account details by contacting the Council in writing.

Terms and Conditions for Supply of Facilities and Equipment.

1. Where the Council provides the Customer with the use of grounds, facilities or equipment the Customer shall not use any of the grounds, facilities or equipment for any purpose other than agreed with the Council.
2. Line marking on grounds will not be provided for casual bookings. Grounds will be marked only for clubs and associations paying for seasonal use of the grounds. The Council does not provide goal posts, cricket nets or other such equipment for sports clubs and associations.
3. The Customer shall regularly remove all rubbish and waste from any grounds or facilities used by the Customer and keep them in a tidy condition.
4. The Customer shall not use any grounds, facilities or equipment in any noisome, noxious, illegal or offensive way or allow anything or any act to be done on or in any facilities that causes a nuisance or disturbance.
5. The Customer shall comply with all statutes, ordinances, regulations and bylaws relating to any grounds, facilities or equipment, or use of such facilities or equipment.
6. Nothing in this agreement shall create any lease, tenancy or interest in the Council's land. In any event the Customer shall not assign, sub-licence, mortgage, encumber or part with possession of any grounds, facilities or equipment, without prior written approval of the Council.
7. The Customer shall not make any alterations or additions to any grounds, facilities or equipment (including the affixing of signs or advertisements to the exterior of any facility), without the prior written approval of the Council. Such approval may be given on such conditions as the Council sees fit and the Council shall be entitled to require the Customer to reinstate the grounds, facilities or equipment at any time.
8. The Customer shall not carry on or do anything on or in the grounds, facilities or with the equipment that would make void any policy of insurance over the grounds, facilities or equipment.
9. The Council may at any time when the Customer is using the grounds or facilities, enter onto the grounds or into the facilities to check that the Customer is complying with these terms and conditions.
10. The Customer shall keep and maintain the grounds, facilities or equipment in the same repair and condition as they were at the commencement of use, but taking into account fair wear and tear. If the Customer fails to maintain the grounds, facilities or equipment as required, the Council may repair any damage and recover all costs associated with repairing the damage from the Customer.
11. No alcohol is permitted on the premises unless there is written consent by the Council. The sale or supply of liquor requires a licence under the sale of Liquor Act 1989.
12. For one-off events lasting up to 6 hours, the Customer may be required by the Council to provide a Temporary Events Management Plan Form. One-off events lasting more than 6 hours, the Customer must apply for and obtain the necessary Resource Consent. The erection of any marquee over 100m² requires a building consent.
13. Where Council provides the Customers with storage (temporary or permanent) it is the customers responsibility for this equipment/gear to be fully insured. Council will not be liable for any loss or damage to property stored.

Terms and Conditions for Health and Safety

1. The Customer shall take all practicable steps to ensure that the provisions of the, Health and Safety in Employment Act 1992 are met at all times.
2. The Council may require the Customer to provide a Health and Safety Plan for any public event.
3. The Customer shall give the Council prompt notice of any accident or defect with the grounds, facilities or equipment the Customer becomes aware of.
4. The Council is not responsible for any harm or loss that occurs from the Customer's use of the grounds, facilities or equipment. The Council may require the Customer to obtain Public Liability Insurance. Proof of this insurance may be required not less than one week prior to the event.
5. Emergency and public access ways must be kept clear at all times. Motorised Vehicles are not permitted into parks, gardens and reserves beyond car parking facilities, with the exception of authorised vehicles and motorised wheelchairs. Temporary vehicle access may be granted for specific purposes, and then terminated at the completion of the purpose.
6. The Customer shall ensure that all participants, coaches, instructors, team managers, officials and spectators obey the Council's Bylaws at all times. This includes not entering any part of the grounds or facility that is not included in the booking.
7. For events, the Customer will provide marshals to ensure the orderly behaviour of participants at all times.

Cancellation Policy

1. The Council may cancel the Customer's use of the grounds, facilities or equipment in the event the grounds, facilities or equipment are no longer fit for purpose (e.g. ground conditions are unsuitable).