



# Upper Lachlan Shire Council Sporting Ground Booking Process and Forms



Please Contact  
[Council@upperlachlan.nsw.gov.au](mailto:Council@upperlachlan.nsw.gov.au) for further information

# Sporting Group(s) Requirements

Council will continue to work with the community in line with the NSW Health regulations if they change.

## All Venues must follow the key points below

- Hand Sanitiser, wipes and masks must be made available at all venues for users to utilise if they wish.
  - COVID-19 safety plans are suggested but not mandatory.
1. Please advise who your dedicated booking coordinator for the venue is.
  2. The below details need to be submitted to Council in writing to [Council@upperlachlan.nsw.gov.au](mailto:Council@upperlachlan.nsw.gov.au)

Full Name	Community Group	Venue	Contact Phone Number	Email
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## Example

Joe Smith	Crookwell Soccer	Lin Cooper Field	02 4830 1000	<a href="mailto:Council@upperlachlan.nsw.gov.au">Council@upperlachlan.nsw.gov.au</a>
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## 3. Council's Expectations

### REQUIREMENTS FOR HIRE / USE OF PUBLIC SPACE / COMMUNITY FACILITIES

All groups must adhere to the booking processes for their space or when out-hiring to members of the community. A minimum of **two weeks notice** to Council must be received to hold the venue.

**[Before making a booking make sure you have viewed the fees and charges section on Council's website.](#)**

These can be found online at the below link:

<https://www.upperlachlan.nsw.gov.au/planning-development/fee-information/fees-and-charges>

### Booking Form and Process

- All bookings must have a Council Booking Form submitted to the facility manager/Council prior to use.
- **A CONFIRMATION EMAIL WILL NEED TO BE RECEIVED FROM COUNCIL FOR THE BOOKING TO BE CONFIRMED. WITHOUT THIS, USE OF THE FACILITY WILL NOT BE GUARANTEED.**
- A cleaner must be organised ahead of the booking and after the booking to make sure cleanliness is managed accordingly.
- Payment (if applicable) must be made 48 hours before accessing the facility.
- Insurances must be current.

## Cleaning and Exit Process

- When entering the venue check the space has been cleaned. If it hasn't contact the venue/facility manager you have booked with.
- The Committee / coordinator of booking must arrange for cleaning to occur after use of venue.
- Clean frequently used areas during use. Clean before and after use with detergent / disinfectant and allow for sufficient time between bookings to ensure this occurs.
- Use disinfectant solutions with an appropriate strength and use in accordance with the manufacturer's instructions.
- Ask users/visitors to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
- Toilets and change rooms must be kept spotless.
- Removal of rubbish from all utilised spaces should be allocated to correct designated bins (recycling/general)
- Removal of all items from the premises or locked into your designated areas.
- If a key has been provided to your group please ensure all windows, doors and facilities are secured before vacating.
- Make sure all air conditioning/heating units are turned off (if applicable).

**Keys that have been issued must be returned to Council at the end of your season booking, a bond will be taken for this key and will not be released until return of keys.**

Included in this pack is a Fact Sheet and Booking Form you will need to provide to those who are enquiring to book the space/facilities.

## BOOKING FORM AND FACT SHEET

Thank you for enquiring to make a booking. Council manage this space and have asked that we share this fact sheet along with key information you will need to provide ahead of utilising the facilities.

All bookings must be **emailed** through to [Council@upperlachlan.nsw.gov.au](mailto:Council@upperlachlan.nsw.gov.au) Attention Environment and Planning – Sport Booking Request – YOUR GROUPS NAME

Please find included

- Fact Sheet of what is expected when you utilise this space
- Booking / Payment form

### Liability / Damages

Upper Lachlan Shire Council do not accept any liability for damage, loss or injury to any member of your party or possessions. Guests agree to not make any claim against the facility/ management for any damage or loss to their goods or valuables, regardless of how or where the loss or damage occurred.

*A bond may be requested to be paid for use of the space. This is at the discretion of Council / Committee for use of the facility*



# FACT SHEET

## Wellbeing of users / visitors

- If you or someone attending has been unwell please ensure you/they do not attend.
- Provide volunteers and visitors with information on COVID-19 including when/where to get tested, physical distancing and cleaning protocols.
- Display conditions of entry (website, social media, venue entry).
- Contact attendees prior to arrival that they understand the above conditions of use before entering the premises.

## Physical Distancing

- It is recommended to keep 1.5 metre distancing for safety.
- Consider displaying signage with arrows to direct the flow of visitors/traffic control.

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## Personal Hygiene

- Adopt good hygiene practices.
- Ensure you have sanitiser and disinfectant wipes/spray available.
- Ensure bathrooms are well stocked with hand soap and paper towels.
- Encourage users / visitors to bring their own personal hygiene equipment and to remove personal belongings at the end of a booking.

# Booking Form

Please email [council@upperlachlan.nsw.gov.au](mailto:council@upperlachlan.nsw.gov.au) Attention Environment and Planning – Sport Booking Request – YOUR GROUPS NAME

## Booking / Supplier Request Form – Contact Information

Contact/Authoriser's Full Name	
Organisation / Committee	
Phone number	
Email	
Facility	
Date of use	
Time	
How many are attending* <small>Note this must adhere to density limits</small>	

**If multiple bookings please submit with this form your draw for the season / training calendar of when use needs to occur.**

### Authorisation Details

I have read the above and accept the detailed requirements outlined by the facility and Upper Lachlan Shire Council.

Authorisers Full Name

Authorising Signature

Date

### Keys (if applicable)

I accept to return keys by the end of the season booking. I note if keys are lost a replacement payment fee will be charged.

I have signed the key application form also included in this booking pack. I understand a bond will be held until the key is returned.

Authorisers Full Name

Authorising Signature

Date

## Upper Lachlan Shire Council Facility - Key Access Application

APPLICANT'S DETAILS			
Name			
Sporting Organisation		Position Held	
Postal Address			
Telephone Number	Mobile Number	Email Address	

DETAILS OF KEY AND ACCESS REQUIRED		
Building	Room Description	Key

CONDITIONS OF USE AND RESPONSIBILITIES
<ul style="list-style-type: none"> <li>The key must be returned to the ULSC nominated representative and not passed on to another office bearer in the club. Notification must be made to Council if you wish to change your nominated key holders (2 per sporting club).</li> <li>It is the applicant's responsibility to return your key to ULSC nominated representative when it is no longer required including at the end of the season.</li> <li>If the key is lost it must be reported to ULSC nominated representative as soon as possible on 02 4830 1000 during business hours or email <a href="mailto:council@upperlachlan.nsw.gov.au">council@upperlachlan.nsw.gov.au</a>.</li> <li>The key must not be lent or shared with other people. <b>No additional keys are to be cut.</b></li> <li>Please ensure all windows and doors are secured and the air-conditioner/heaters are turned off when leaving the premises</li> <li>Please ensure all rooms used are left clean and tidy condition by your club.</li> </ul> <p><b>**A breach of any of the above conditions of use may result in key access being revoked to your club.</b></p>

Applicant Declaration		
<input type="checkbox"/> I declare that I have read and understood the conditions of use		
Applicant's Name	Applicant's Signature	Date

**SUPPLIER REQUEST FOR PAYMENT**

**HIRE OF COUNCIL FACILITY (HALL/COMMUNITY/SPORT FACILITY)**

*Please provide details for an invoice to be raised*

**Section 1 – Contact Information**

ORGANISATION / COMMITTEE	
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ADDRESS:		
STATE:		POSTCODE:

EMAIL:	
PHONE:	

**Section 2 – Payment Details (if a credit / refund needs to occur these details will need to be obtained)**

ACCOUNT NAME:			
ACCOUNT NUMBER:		BSB:	
ABN:			

**Section 3 – Authorisation Details**

This section needs to be completed by persons who have authority for approving payments.

AUTHORISER'S NAME	AUTHORISING SIGNATURE	DATE
		/ /

**Office Use**

INVOICE and CONFIRMATION SENT/ DATE	PAYMENT RECEIVED / DATE

**Calendar note added - Parks and Gardens / Waste team notified**

DATE STAFF WERE NOTIFIED	
INSPECTION OF VENUE COMPLETED TO SATISFACTION AT END OF BOOKING	
DATE AND SIGNATURE OF STAFF MEMBER	