

Brookvale Park Booking Application Form 2024/2025



If you need help lodging your form, contact us				Office use only		
Email	openspacebookings@northernbeaches.nsw.gov.au			Form ID	4006	
Phone	1300 434 434			TRIM Ref.		
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	June 2024	
				Business unit	Parks and Open Space	
				Application no.		
					Receipt no.	

Privacy Protection Notice	
Purpose of collection	For Council to provide services to the community
Intended recipients	Northern Beaches Council staff
Supply	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/correction	Please contact Customer Service on 1300 434 434 to access or correct your personal information

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au
Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Part 1: Applicant details

It is important that we are able to contact you if we need more information. Please give us as much detail possible.				
Title	Mr	Mrs	Ms	Other
First name (no initials or A.C.N)				
Last name				
Address				
Suburb		Postcode		
Phone number		Alternative		
Mobile		Fax		
Email				
Name of organisation/group				
Type of organisation/group (please tick)	Community/Not for Profit		Private/commercial	

Part 2: Booking details

Which facility do you wish to book (you may choose more than one)?			
Sports field only	Chairman's Lounge	Community Lounge	Heritage Lounge
Grandstand	Media rooms	PA room	Canteen facilities (conditions apply)
Change rooms	Amenities	The entire sporting complex at Brookvale Park (including all Lounge areas)	
Dates required (only include days needed)			
Time required access to site	am/pm	Time activity starts	am/pm
Time will vacate site	am/pm	Time activity finishes	am/pm
No. of participants per day (approx)		No. of spectators per day (approx)	
No. of staff/ officials per day (approx)		No. of people per day (approx)	
Age groups	Adults	Children	Both
Age Range (from - to)	-	-	-

Part 3: Activity details

Please provide details of what the venue will be used for:		
Do you require line marking on the sports field?	Yes	No
Do vehicles need to access the sports field or venue?	Yes	No
Will you be selling food? If so please provide details below.	Yes	No
Will there be any other food provided on site? If so provide details below	Yes	No
Will alcohol be served at this event?	Yes	No
Is this event open to the public to attend?	Yes	No
Is the venue going to be closed to the general public	Yes	No
If yes (to the venue being closed to the public) will it be ticketed?	Yes	No
Will this event be filmed or televised?	Yes	No
Do you want to use the venue PA system?	Yes	No
Will there be any structures – stages/tents/marquees etc?	Yes	No
If yes, have you attached a plan outlining their location?	Yes	No

Part 3: Activity details continued

Do you need sports field floodlights? What time? (from – to)	Yes	No	am	pm
What level of lighting is required? (note: fees vary)	Training (100 Lux)	Competition (500 Lux)	TV* *The use of these (1000 lux) lights is limited and subject to specific conditions.	
Will you require rubbish bins? (Note: there is an additional charge for each rubbish bin)	Yes	No	If yes, how many?	
Will you use a generator?	Yes	No		
If yes what will the generator be used for?				
Will the overflow car parking adjacent to the Jane Try Stand be required?			Yes	No
Please attach details of the safety measures and risk management actions that will be implemented at this event - where relevant attach a risk management plan.			Yes	No
Safety details/plan attached			Yes	No

Part 4: Booking information and conditions

<ul style="list-style-type: none"> • A booking fee and other charges are set in line with Northern Beaches Council Fees and Charges. Any changes to firmed (finalised) bookings may be subject to an administration fee. • Each application will be assessed individually and an invoice and set of conditions issued. • Council accepts no liability or responsibility for loss, damage or accidents that occur on Council's reserves. • All areas must be left in a clean and tidy condition and no damage caused. Should it be necessary to conduct additional cleaning or maintenance as a result of your use, you will be invoiced accordingly. • Your organisation is to effect, at its own cost, Public Liability Insurance for a cover not less than twenty million dollars (\$20,000,000) for each claim in the names of Council as owners and your organisation as occupiers of the area concerned as to their respective rights and liabilities. Please forward a copy of the policy with this application. • That your organisation monitors the facility and reports relevant issues to Council • Uses of the sportsground are to be managed to ensure the load is spread across the group and that the specific areas are protected and not over used. • It is the responsibility of the hirer to make sure any external contractor or third parties involved in this event have the appropriate and current insurances and qualifications. All persons and groups engaged by the Hirer in connection with the booking must be made aware of and comply with the terms and conditions issued in relation to the booking. • Your organisation is responsible for taking necessary precautions to ensure the safety of participants and spectators. Where applicable, first aid must be available for participants and spectators of the event. • Your organisation is responsible to undertake a risk assessment of the reserve prior to use and determine if it is fit for the intended use. Appropriate action should be taken to remove and/or rectify any risks; if a risk cannot be nullified the field is not to be used. Council should be notified of any relevant risks as soon as possible. • Council reserves the right to close a sportsground due to wet weather or other ground conditions, hirers are asked to 'Check Sportsfield Status' on Council's website via http://www.northernbeaches.nsw.gov.au/ • Use of glass receptacles is not recommended. • That no undue impact is caused to other users of the venue. All tents, marquees and structures are positioned so as not to inconvenience or pose any risk to the general public. Your organisation must seek permission from Council to erect any structure at the venue. • The hirer must comply with all Council signage. Penalties may apply for breaches. • All noise and especially any amplification systems being maintained of a character which is not "offensive" as defined by the Protection of the Environment Operations Act 1997. • The use of PA systems, generators, market stalls, amusements and fireworks are prohibited unless prior written approval is obtained from Council. • Subletting or reallocating the use of this reserve and its related facilities is not permitted.

Part 5: Checklist & declaration

Checklist and declaration		
The processing of your application may be delayed if any of the required documents or information is not included with this application. Please tick the following:		
Public indemnity attached	Yes	NA
Site plan attached	Yes	NA
Safety details/Risk Management plan attached	Yes	NA

Part 6: Indemnity

Name of applicant	
<p>Holds Northern Beaches Council harmless and releases and indemnifies, and keeps released an 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.</p> <p>I confirm that the details in this application are correct and in signing this form I acknowledge that I have read and accepted the hire conditions as listed above. I also understand that additional terms and conditions are to be adhered to. Any issues with the terms and conditions are to be discussed with Council prior to the event.</p>	
Signature	
Position in organisation	
Date	