

## Booking Request – Casual Sports Field Hire

Your booking is subject to your agreement with the Sports Facility User Agreement.

### Booking Conditions

- Summer seasonal booking applications close 15th September. Winter seasonal bookings close 1st April. Each seasonal booking will be processed within 10 business days of its respective seasonal booking period, upon which you will receive further communication from TRC.
- You must agree with the booking conditions for your booking request to be accepted and considered by TRC.
- The completion of this form does not guarantee a booking. Applications will be considered before a written booking confirmation from Council will be emailed/mailed back to your organisation contact person.
- The confirmed booking of a sports facility will be strictly limited to those dates/times as supplied in this Sports Field Booking Request Form.
- Fees and charges for bookings are charged in accordance with TRC's Sporting Fees and Charges Schedule. Invoices will be issued monthly.
- Organisations will be charged for field usage based on the information supplied in this form.
- Amendments to bookings are required to be made in writing to [recreationbookings@tamworth.nsw.gov.au](mailto:recreationbookings@tamworth.nsw.gov.au)

Should you require any assistance from Council, please contact Council's Sports and Recreation Division on (02) 6767 5555.

Please email completed forms to [trc@tamworth.nsw.gov.au](mailto:trc@tamworth.nsw.gov.au).

Organisation Details			
Organisation name			
Postal Address			
Phone Number		Email Address	
Contact Person's Details			
Contact person's name		Position in organisation	
Phone Number		Email Address	
Invoicing			
Invoice to be issued to above organisation	<input type="checkbox"/> YES	<input type="checkbox"/> NO (complete below contact details)	
Invoice to be issued to:			
Organisation name			
Postal address			
Phone number		Email Address	
Purchase order reference (if applicable)			
Public Liability Insurance			
<input type="checkbox"/> Copy of policy attached OR <input type="checkbox"/> Copy of policy previously supplied to TRC (complete below details)			
Insurer			
Policy Number		Expiry Date	

<b>Booking Details</b>			
Event Name		Type of Sport	
Event Type	<input type="checkbox"/> Carnival /Gala Day / Cross Country <input type="checkbox"/> Competition <input type="checkbox"/> Training		
Estimated participants		Estimated spectators/other	
<b>1<sup>st</sup> Booking Requirements</b>			
Start Date		End Date	
Start Time		End Time	
Field Preparation	<input type="checkbox"/> Not at all <input type="checkbox"/> Once Only <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4-weekly		
Services Required	<input type="checkbox"/> Toilets <input type="checkbox"/> Lighting <input type="checkbox"/> Clubhouse <input type="checkbox"/> Canteen <input type="checkbox"/> Soccer Nets		
Extra Amenities Cleaning	<input type="checkbox"/> Not required <input type="checkbox"/> Daily <input type="checkbox"/> AM & PM <input type="checkbox"/> Other (specify in Additional Comments)		
Fields required at above date and time			
<b>2<sup>nd</sup> Booking Requirements</b>			
Start Date		End Date	
Start Time		End Time	
Field Preparation	<input type="checkbox"/> Not at all <input type="checkbox"/> Once Only <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4-weekly		
Services Required	<input type="checkbox"/> Toilets <input type="checkbox"/> Lighting <input type="checkbox"/> Clubhouse <input type="checkbox"/> Canteen <input type="checkbox"/> Soccer Nets		
Extra Amenities Cleaning	<input type="checkbox"/> Not required <input type="checkbox"/> Daily <input type="checkbox"/> AM & PM <input type="checkbox"/> Other (specify in Additional Comments)		
Fields required at above date and time			
<b>3<sup>rd</sup> Booking Requirements</b>			
Start Date		End Date	
Start Time		End Time	
Field Preparation	<input type="checkbox"/> Not at all <input type="checkbox"/> Once Only <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4-weekly		
Services Required	<input type="checkbox"/> Toilets <input type="checkbox"/> Lighting <input type="checkbox"/> Clubhouse <input type="checkbox"/> Canteen <input type="checkbox"/> Soccer Nets		
Extra Amenities Cleaning	<input type="checkbox"/> Not required <input type="checkbox"/> Daily <input type="checkbox"/> AM & PM <input type="checkbox"/> Other (specify in Additional Comments)		
Fields required at above date and time			
<b>4<sup>th</sup> Booking Requirements</b>			
Start Date		End Date	
Start Time		End Time	
Field Preparation	<input type="checkbox"/> Not at all <input type="checkbox"/> Once Only <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4-weekly		
Services Required	<input type="checkbox"/> Toilets <input type="checkbox"/> Lighting <input type="checkbox"/> Clubhouse <input type="checkbox"/> Canteen <input type="checkbox"/> Soccer Nets		
Extra Amenities Cleaning	<input type="checkbox"/> Not required <input type="checkbox"/> Daily <input type="checkbox"/> AM & PM <input type="checkbox"/> Other (specify in Additional Comments)		

Fields required at above date and time			
<b>5<sup>th</sup> Booking Requirements</b>			
Start Date		End Date	
Start Time		End Time	
Field Preparation	<input type="checkbox"/> Not at all	<input type="checkbox"/> Once Only	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4-weekly
Services Required	<input type="checkbox"/> Toilets	<input type="checkbox"/> Lighting	<input type="checkbox"/> Clubhouse <input type="checkbox"/> Canteen <input type="checkbox"/> Soccer Nets
Extra Amenities Cleaning	<input type="checkbox"/> Not required	<input type="checkbox"/> Daily	<input type="checkbox"/> AM & PM <input type="checkbox"/> Other (specify in Additional Comments)
Fields required at above date and time			
<b>6<sup>th</sup> Booking Requirements</b>			
Start Date		End Date	
Start Time		End Time	
Field Preparation	<input type="checkbox"/> Not at all	<input type="checkbox"/> Once Only	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> 4-weekly
Services Required	<input type="checkbox"/> Toilets	<input type="checkbox"/> Lighting	<input type="checkbox"/> Clubhouse <input type="checkbox"/> Canteen <input type="checkbox"/> Soccer Nets
Extra Amenities Cleaning	<input type="checkbox"/> Not required	<input type="checkbox"/> Daily	<input type="checkbox"/> AM & PM <input type="checkbox"/> Other (specify in Additional Comments)
Fields required at above date and time			
<b>Additional Comments</b>			
<b>Privacy</b>			
<p>Personal information supplied to or collected by Tamworth Regional Council will only be stored and processed by Council for lawful purposes directly related to the functions and activities of Council. Any personal information supplied will only be disclosed to a third party for the purpose of performing a lawful function or activity and for no other purpose. Disclosure of personal information to a third party will be in accordance with Tamworth Regional Council's Privacy Management Plan.</p>			
<p>The information supplied above is true. I have read, understood and agree to be bound by the Sports Facility User Agreement Policy.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO		