

Casual Hire Permit

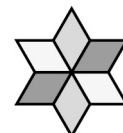
Payneham Oval Tennis Courts

Under section 200 / 202 of the *Local Government Act 1999*.

175 The Parade, Norwood SA 5067
PO BOX 204, Kent Town SA 5071

Telephone 8366 4555
Facsimile 8332 6338
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au

ABN 11 390 194 824



City of
**Norwood
Payneham
& St Peters**

Application Form

SCHEDULE					
ITEM 1 Permit Holder	Name of Permit Holder: ABN (if applicable): Postal address: Hirer contact details: <ul style="list-style-type: none"> Name: Email: Phone: <i>Note: the Applicant must be a registered company, incorporated association or natural person, not a registered business name.</i>				
ITEM 2 Reserve	Payneham Oval Tennis Courts located at 26 Rosella Street, Payneham SA 5070				
ITEM 3 Area	Specify which tennis court/s you wish to hire: <input type="checkbox"/> Court 1 <input type="checkbox"/> Court 3 <input type="checkbox"/> Court 5 <input type="checkbox"/> Court 2 <input type="checkbox"/> Court 4 <input type="checkbox"/> Court 6				
ITEM 4 Term	Start Date: End Date: <i>Note: a Term of up to six (6) months may be granted.</i>				
ITEM 5 Times of Use <i>(Please note: the minimum booking time is one (1) hour)</i>	Day	Start Time	AM/PM	End Time	AM/PM
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
	Friday				
	Saturday				
	Sunday				

ITEM 6 Permitted Use <i>(Please mark the relevant box below)</i>	Use of tennis court/s for the purposes of practising and/or playing games of tennis Number of people expected: <div style="background-color: #cccccc; padding: 2px;">Type of Hire</div> <div> <input type="checkbox"/> General Public <input type="checkbox"/> Tennis Club <input type="checkbox"/> Adults <input type="checkbox"/> Juniors </div>
ITEM 7 Permit Holder's Equipment	Not Applicable
ITEM 8 Permit Fee	<input type="checkbox"/> General Public: \$10.50 per hour / per court <input type="checkbox"/> Tennis Clubs: <input type="checkbox"/> Adults: \$4.00 (without lights) / \$7.50 (with lights) per hour / per court <input type="checkbox"/> Juniors: \$2.00 (without lights) / \$5.50 (with lights) per hour / per court <i>(all amounts stated are GST inclusive)</i>
ITEM 9 Key Bond <i>Office-use only</i>	Fifty dollars (\$50.00), refundable <i>(GST not applicable)</i>
ITEM 10 Public Liability Insurance	Twenty Million Dollars (\$20,000,000.00) <i>(Note: for Clubs only – please attach a copy of your Public Liability Insurance Certificate of Currency to your Application)</i>

By signing below, you acknowledge and agree to be bound by the terms of this Agreement (the Application Form and Conditions), and you warrant that you have authority to sign on behalf of the Permit Holder.

SIGNED by PERMIT HOLDER

.....
Signature

.....
Print Name of Authorised Signatory

.....
Date

SIGNED by THE CORPORATION OF THE CITY OF NORWOOD PAYNEHAM AND ST PETERS under delegated authority:

.....
Signed for the Council

.....
Name

.....
Title

.....
Date

COUNCIL OFFICE USE ONLY

Attachments: (tick those attached to the Application)

- ☐ Public Liability Insurance Certificate/s
- ☐ Special Conditions

Fee: \$ **Receipt no:**

Fee Calculation \$ per hour x total hours x courts x days = \$

Key Bond: \$ (if required) (attach copy of Key Requisition Hirers / Users Application Form)

PAYMENT METHODS



IN PERSON

Payment may be made in person to the cashier at your nearest Customer Service Centre.

Norwood Town Hall
175 The Parade, Norwood
Payneham Library
2 Turner Street, Felixstow
St Peters Library
101 Payneham Road, St Peters



BY MAIL

CHEQUE: Make Cheques payable to 'City of Norwood Payneham & St Peters' and cross 'Not Negotiable'. Avoid pinning or stapling Cheques. Post-dated cheques will not be accepted.

BY PHONE

CREDIT CARD: Please phone Customer Service on 8366 4555 to make payment.

Additional Information

General

- all bookings are subject to availability and the Council may cancel this Permit at any time
- all Council Parks / Reserves are smoke-free areas
- Permit Fees are set out in the Council's *Fees and Charges Schedule* and can be accessed via the Council's Park & Reserve Hire webpage – visit: www.npsp.sa.gov.au
- payment is required upon application and at least one (1) month prior to the Start Date
- no refunds are given for cancellations at any time (where cancellation is due to wet weather or dew on the court/s, credit will be given to use the court/s at another time – please notify the Council of a cancellation due to wet weather the day after hire)
- the amenity of nearby residents should be respected in using tennis courts

Facilities and Access

- **Keys:** keys are provided for the gates to the courts and the power box for the lights (there are three (3) switches, each turns on two (2) courts lights, please do not touch the master switch). Keys can be collected from the Norwood Town Hall Customer Service Centre upon application for a Permit, a refundable bond of \$50 is payable. Keys must be returned within one (1) week of the Hire Term End Date – failure to do so will result in forfeiture of the Key Bond.
- **Access:** keys must not be used to access tennis courts outside the approved Times of Use. Tennis courts are not to be sub-let or keys provided to other persons without Council approval.
- **Cleaning and Rubbish:** you must remove and suitably dispose of all rubbish and waste which is in excess of the supplied waste facilities and leave the courts in a clean and tidy condition.
- **Court conditions:** please do not wind the tennis court nets too tight, damage to the post and court surface can result, please release the tension after use by lowering the net. Please advise the Council of any damage found at the courts as soon as possible.
- **Security** – Tennis Courts must be locked when leaving at the end of each day of hire.
- **After Hours Contact** – the Council's after-hours contact number is **8366 4599**. A call-out fee of \$150.00 applies, unless the call-out is due to a malfunction of Council equipment.