

2027 Robyn Webster Sports Centre Booking EOI

Form Preview

Organisation Details

* indicates a required field

Overview

The Robyn Webster Sports Centre is a large indoor sporting complex located at Tempe Recreation Reserve. It is available for hire by schools, clubs, sporting teams, cultural groups, and members of the general public.

The centre has equipment to be able to host netball, indoor soccer, volleyball, badminton, pickleball and table tennis. Other sports, activities and events can be held as requested.

No booking is confirmed until the invoice has been paid and confirmation is issued to the Hirer by Council.

For more information and assistance with the form, contact Inner West Council's Recreation Coordinator on (02) 9392 5515

Booking times

The Centre is available for ongoing, regular hire from 8am to 10pm every day.

Bookings outside of these times can be considered.

Privacy Statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

About you

Are you or are you applying on behalf of:

Primary Applicant Contact Details

Contact Name *

First Name

Last Name

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Hint: This is the primary person Council will communicate with about this application

Position held in organisation *

Hint: Manager, Board Member, Fundraising Coordinator

Mobile Number *

Must be an Australian phone number.
Include area code

Email Address *

Must be an email address.
Hint: This is the email address Council will use to communicate with you about this application

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Contact Details

Please think carefully about the Organisation that is applying. If successful, this organisation will be required to sign a hire agreement and be responsible for any activities in the venue.

Legal name of organisation *

Organisation Name

Hint: Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO

Organisation phone number *

Must be an Australian phone number.
Include area code

Applicant Organisation Postal Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation email address (if different from the contact email)

Must be an email address.

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**Applicant Organisation
Primary Website**

Must be a URL.

**Does your organisation
have an ABN? ***

- ☐ Yes
☐ No

ABN Lookup

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

**Is your organisation
registered for Goods and
Services Tax (GST)? ***

- ☐ Yes
☐ No

Supporting Materials

**Please upload a copy
of your organisation's
Certificate of Public
Liability Insurance to the
value of \$20 million**

Attach a file:

**Are you an incorporated
association under the
Incorporations Act 2009?**

- ☐ Yes
☐ No

**Please provide your organisation's Certificate of Incorporation Registration
Number**

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Hire Details

* indicates a required field

Hire Summary

Please specify the name of the recurring event and the nature of activities that will be taking place.

Activity name (maximum 15 words) *

Must be no more than 15 words.
Hint: Provide a name for your project/program/initiative. Your title should be short but descriptive

Please describe the specifics of your activity / event (maximum 100 words) *

Word count:
Must be no more than 100 words

Start Date *

Must be a date.

End Date *

Must be a date.

Start Time (am/pm) *

Finish Time (am/pm) *

Note that times MUST include set up and pack up - Hirer must have vacated venue by the requested finish time

Days of the week required *

- | | |
|------------------------------------|-----------------------------------|
| ☐ Monday | ☐ Friday |
| ☐ Tuesday | ☐ Saturday |
| ☐ Wednesday | ☐ Sunday |
| ☐ Thursday | |

Booking frequency *

- ☐ Weekly
☐ Fortnightly
☐ Monthly
☐ Other:

Facilities Requested

Please indicate which courts you wish to use for your event/s or program.

Full Centre

☐ Full Centre

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Full Court

☐ Netball/ Indoor Soccer Court 1

☐ Netball/ Indoor Soccer/ Roller Derby Court 2

Volleyball

☐ Volleyball Court 1
☐ Volleyball Court 2

☐ Volleyball Court 3

Badminton/Indoor Pickleball Court

☐ Badminton Court A
☐ Badminton Court B
☐ Badminton Court C
☐ Badminton Court D

☐ Badminton Court E
☐ Badminton Court F
☐ Badminton Court G
☐ Badminton Court H

Outdoor Pickleball Courts

☐ Outdoor pickleball 1
☐ Outdoor pickleball 2
☐ Outdoor pickleball 3

☐ Outdoor pickleball 4
☐ Outdoor pickleball 5
☐ Outdoor pickleball 6

Table tennis

☐ Table Tennis 1
☐ Table Tennis 2
☐ Table Tennis 3

☐ Table Tennis 4
☐ Table Tennis 5
☐ Table Tennis 6

Outdoor Netball Courts

Kiosk Access

☐ Yes
☐ No

Do you require the meeting room?

☐ Yes
☐ No

Does your booking require a Centre staff member to be present?

☐ Yes
☐ No

Does your group require any storage space? If yes, indicate your requirements

Any allocated storage space is at the discretion of Council and may change at anytime

If you have an irregular schedule or if none of the above apply or you have booking specifics (for example weeks you don't want to have a booking), please attach a document or use the box below

Attach a file:

A Word, Excel or PDF document preferred

Provide a short description (100 words recommended) of your project - what are you out to do?

2026/27 Fees and Charges

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Full court indoor - \$91.50 per hour

Full court indoor - booking of at least 10 consecutive weeks - \$82.30 per hour

Badminton/indoor pickleball Court - \$29.00 per hour

Full centre - \$183 per hour

Outdoor pickleball court - \$22.50 per hour

Outdoor netball only casual - \$15 per hour (no lights)

Outdoor netball only commercial - \$36.80 per hour

Full court = 1 x netball/indoor soccer/roller derby court or 1 x volleyball court or 4 x badminton courts

Filming fee

Available upon request

Preferred Payment Method *

- ☐ BPAY
- ☐ Credit card

Target Demographic (maximum 2 selections)

Is your activity targeting a general audience (i.e. the Inner West community) or do you address specific groups in the local area? Please state which Inner West community members will benefit from your activities in the venue via the questions below.

Primary target audience (maximum 2 selections) *

- | | |
|--|---|
| ☐ Aboriginal and Torres Strait Islander peoples | ☐ Youth |
| ☐ All residents | ☐ People with disability |
| ☐ Women | ☐ Refugees or asylum seekers |
| ☐ Children and families | ☐ LGBTQ+ |
| ☐ Aged 55 years+ | ☐ People who are homeless (including residents of boarding houses) |
| ☐ Culturally and linguistically diverse communities | ☐ Other: <input type="text"/> |

No more than 2 choices may be selected.

Hint: You may select up to two items. Select who the primary beneficiaries / contributors are

Activity / Event Details

Which of the following best describes your activity / event? *

- | | |
|---|---|
| ☐ Corporate, promotional or profit making purposes | ☐ Rehearsal |
| ☐ Revenue raising for your organisation | ☐ Concert / Musical or Performance |
| ☐ Fundraiser / Charity event | ☐ Exhibition |

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- | | |
|---|--|
| ☐ A private function | ☐ Community Event |
| ☐ Delivery of a funded community service | ☐ Cultural Celebration |
| ☐ Community education and awareness building | ☐ Conference |
| ☐ Children's playgroup | ☐ Public Forum |
| ☐ Religious / Spiritual / Occasion of worship | ☐ Trade Shows |
| ☐ Physical / Health or Sport / Exercise activity | ☐ School Booking |
| ☐ Artistic / Creative | ☐ Other event of a political nature |
| ☐ Support Group meeting / session | ☐ Other: <input type="text"/> |

Who is the activity / event open to? *

- ☐ The general public
☐ Members only
☐ By invitation only
☐ School students only

Number of participants - including spectators *

Must be a number.

Proportion of participants that live in the Inner West Council Local Government Area *

- | | | |
|--|--|-------------------------------|
| ☐ 10% or less | ☐ Approximately 50% | ☐ 100% |
| ☐ Approximately 25% | ☐ Approximately 75% | |

This includes the suburbs of Annandale, Ashfield, Balmain (including Balmain East), Birchgrove, Dobroyd Point, Dulwich Hill, Enmore, Haberfield, Leichhardt, Lewisham, Lilyfield, Marrickville, South Marrickville, Petersham, Rozelle, Stanmore, St Peters, Summer Hill, Sydenham, Tempe. Inner West Council also includes parts of Ashbury, Camperdown, Croydon, Croydon Park, Hurlstone Park and Newtown.

Further Details

Will you be serving food or engaging the services of a contractor to provide food services during your booking? (this includes temporary food stalls or mobile food vehicles) *

- ☐ Yes
☐ No
If yes, you are required to ensure compliance with current Food Safety Standards, and if applicable, hold an appropriate Temporary Food Stall license issued by Inner West Council

Will you be engaging the services of a contractor to conduct activities on the premises during your booking? *

- ☐ Yes
☐ No
If yes, you are required to obtain and provide to Council a copy of the contractors' Certificate of currency for public liability insurance to the value of twenty million dollars.

Child Safe Requirements

All hirers proposing child related work must maintain:

- Compliance with relevant child protection legislation and regulation, including for all staff, agents and contractors engaged or sub-contracted
- Compliance guided by appropriate child protection policies and procedures
- Working with Children Checks for all employees, volunteers, other individuals and members community groups who are engaged with the Child Related Work
- Child safety risk management strategies and utilise these in their work
- Child protection and child safety training and induction.

The Office of the Children's Guardian offers a free online learning program Child Safe eLearning. Please visit the [website](#) for more information.

If providing services to children, you acknowledge your adherence to the above *

- ☐ Yes
☐ No

If YES, you are required to be able to provide on request, all necessary clearances, permissions, certificates and permits as directed by the legislation (such as a Working with Children Check). Failure to do so may result in Council cancelling the booking

First Aid

All hirers must:

- Ensure a trained First Aid certificate holder is attendance at all times during the booking

You acknowledge the above *

- ☐ Yes
☐ No

Risk Management

All hirers must have a risk management policy and plans in place to ensure:

- The program is run to the best of its ability
- All participants remain safe
- All other Centre visitors remain safe
- The Centre is not damaged in any way

You acknowledge the above *

- ☐ Yes
☐ No

Declaration

* indicates a required field

Terms and Conditions of Hire

These Terms and Conditions of Hire apply to any organisation, club, school or individual (the “Hirer”) granted a booking for use of any part of the Centre and apply in addition to the Conditions of Entry which continue to apply to all persons attending a hire booking.

The Hirer confirms that:

- All long-term booking applications must be submitted in writing using the approved Council application form and lodged by the applicable closing date. Allocated bookings will be as per the allocation agreement form received from Council.
- Casual bookings can be made directly online, long term bookings can be made via Centre staff.

1. Payments and confirmation

- The Hirer agrees to pay the confirmed fees and charges in accordance with Council's adopted fees and charges applying at the time of the booking. All bookings are only confirmed upon receipt of payment. Casual hirers are to pay for the booking at time of booking or before the booking commences.
- Court setup, activity and court pack up must all occur within the booking time.
- Long term hirers are invoiced quarterly in advance, and payment must be made in accordance with invoice.
- Council reserves the right to impose special conditions including the payment of a security bond, or payment in advance of the booking, considered by Council to be reasonable, having regard to the nature of the activities or events to be held.
- Council reserves the right to cancel a booking at any time or at such times including but not limited to, special events as defined by Council, using the Centre as an emergency evacuation centre etc, and in these circumstances will credit any booking fee paid or offer an alternative date. Council is not liable for any other loss the Hirer may suffer as a result.
- The continued allocation is dependent on the Hirers adherence to the agreed upon Terms and Conditions of Hire for the booking.
- Long term bookings are confirmed upon issuance of a written allocation agreement and remain subject to payment of issued invoices within the required timeframe. No additional bookings are guaranteed beyond the dates stipulated in the agreement.
- If the courts are deemed by Council staff to be dangerous for play i.e. in the event of an electrical storm for the outdoor courts, then Council will issue a credit to the account for the amount of booking time lost. Weather conditions will not automatically entitle the Hirer to a credit unless Council determines the facility is unsafe.
- Long term hirers must provide at least fourteen (14) days written notice of cancellation where reasonably practicable. Casual hirers should provide as much notice as possible.
- All payments are non-refundable and non-transferable, except as expressly set out otherwise.

1. Local Government Act

- The relevant provisions of the *Local Government Act 1993* shall be deemed to be incorporated in and form part of these Terms and Conditions of Hire.

1. Hirer Responsibilities

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- The Hirer is liable to Council for the cost of repair of any damage to any part of the Centre and courts including surface, storage, walls, fittings and amenities. All works to repair any such damage shall be completed by Council at the Hirers cost and expense unless the Hirer obtains Council's prior written consent for the Hirer to complete such works. Council may suspend or cancel access to the Centre for such period as is reasonably required to repair damage or ensure safe operation of the facility.
- The Hirer is responsible for the satisfactory conduct of all persons using the Centre and courts and for the safe custody and proper use of the improvements, furniture, fittings, equipment and appliances. The Hirer shall report any breakages or problems to Council as soon as possible, but in any event within 2 days of the hire.
- The quiet enjoyment of patrons at adjoining sporting grounds and facilities is to be respected. Excessive noise, offensive language, bad behaviour or any other activity likely to cause disturbance will not be tolerated.
- The Hirer must ensure that all persons using the Centre and courts, understand there is an inherent risk of personal injury in physical activities that will be undertaken at the Centre, including those risks associated with any health condition that person may have, and accept such risks voluntarily (which shall be assumed accepted by their participation).
- Any authorised employee of Council shall have the right to direct the attention of the Hirer to any breach of these conditions and require compliance.
- If the Hirer fails to observe, or ensure the observance of, any of these conditions or fails to remove any person who has committed any breach of these conditions or the Conditions of Entry from the Centre, Council may immediately terminate the Hire without liability.. The balance of any booking fee shall be forfeited by the Hirer.
- Council reserves the right to alter the Terms and Conditions of Hire of Robyn Webster Sports Centre at any time, provided prior notice is given in writing to the Hirer.
- Hirers must have a current Public Liability Insurance Policy for the use of the Centre. The cover shall be for no less than \$20 million for each and every claim and must be maintained throughout the period of hire. The Hirer must produce evidence of cover for the period of hire at the time of the booking.

1.Alcohol and smoking

- The consumption of alcohol is not permitted at or around the Centre.
- Smoking, including vaping, is not permitted within the confines of any Council facility, including the Centre.

1.Vehicles and equipment

- No vehicle may be driven on the indoor courts or the outdoor courts without prior approval from Council. This restriction does not apply to emergency service vehicles responding to an emergency.
- In all cases where the Hirer uses portable or moveable sporting equipment, the Hirer shall ensure that this equipment is appropriately fixed to the ground in accordance with government regulations and manufacturers specifications in a manner that will prevent it falling or being pushed or pulled over.
- Council is responsible for all sporting court line marking, which is carried out on an 'as needed' basis. If any alteration to the original court set up is required, the Hirer must notify Council in writing, with at least two weeks' notice. Council gives no guarantee any requested alternations will be approved.
- Sticky tape and other adhesives must not be used on the sports floor without prior Council approval.

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- All facilities are to be left in a clean and tidy condition after each use. The Hirer will be charged for any cleaning or maintenance which arises as a result of their booking.

1. Personal Property

- Council accepts no responsibility for loss, theft or damage to any personal property brought onto the premises.
- Lost property may be handed in at Reception. Unclaimed items will be retained for one week.

1. Kiosk usage

- Kiosk hire/access can be added to regular bookings with at least 2 weeks of notice.

1. Safe Use and Access

- Council reserves the right to request the removal of equipment/goods that may be a fire hazard.
- No items shall be placed in front of or obstruct access to fire exits.
- No naked flames of any kind, including candles, are to be used at the facility.
- The Hirer shall not affix nails, decorations, bunting or draping which in any way defaces the building premises.

1. Food safety

- If the Hirer brings food on site for sale or consumption by attendees, the Hirer must ensure that all regulations and policies regarding food safety and service are followed.
- Fundraising events for community and charitable causes (not for personal financial gain) are exempt from notification to the NSW Food Authority and Council and the requirement of Food Handling Skills and Knowledge. However, all food businesses and food handlers are required to comply with the remaining provisions of the Food Standards Code.

1. First aid

- It is the responsibility of the Hirer to provide their own first aid equipment, first aid officer and first aid procedures.
- Centre staff will provide a supporting role to incidents requiring first aid.
- A defibrillator is located near the reception door.
- Any incident involving injury requiring medical treatment must be reported to Council as soon as practicable.

1. Child Safety

All Hirers proposing child related work must maintain:

- Compliance with relevant child protection legislation and regulation, including for all staff, agents and contractors engaged or sub-contracted,
- Compliance guided by appropriate child protection policies and procedures,
- Working with Children Checks for all employees, volunteers, other individuals and members community groups who are engaged with the Child Related Work,

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- Child safety risk management strategies and utilise these in their work,
- Child protection and child safety training and induction,
- Council may request evidence of these documents and practices at any time.

1.Storage Access and Use

Where Council provides the Hirer with access to a storage area, the following conditions apply.

- Any allocation of storage space is solely at the discretion of Council. Council reserves the right to alter, restrict, suspend or revoke storage access at any time and for any reason.
- Storage may only be used for equipment directly related to the Hirer's approved activities and bookings at the Centre.
- The Hirer must keep the storage area clean, safe and tidy at all times.
- All items are stored at the Hirer's sole risk. Council accepts no responsibility for any loss, theft or damage to stored items.
- The Hirer must provide Centre management with current access details for the storage area, including any access codes, keys or lock combinations. Where requested by Council, a copy of any key must be provided.
- Council may inspect any storage area at any reasonable time.
- Dangerous goods, flammable substances, hazardous materials, chemicals, gas cylinders, fuel, batteries or any illegal items must not be stored on the premises.
- Storage access is only available to Hirers with an active booking allocation at the Centre.
- Where a Hirer does not have a booking or use the Centre for a continuous period of one (1) month, Council may require the Hirer to remove all stored items and may withdraw storage access.
- Any items remaining in a storage area after storage access has been withdrawn may be removed, relocated or disposed of by Council at the Hirer's cost and risk.

1.Indemnity

The Hirer indemnifies and holds harmless the Council, its officers, servants and agents from and against all damage, costs, expenses claims or liability arising from any act or omission of the Hirer or any person attending under the Hirer's booking in connection with the hire, except to the extent caused or contributed to by the negligence of Council.

Confirmation *

- ☐ Yes
☐ No

Please confirm that all statements above are true and correct and that you are eligible to apply.

Declaration

I certify that, to the best of my knowledge, the information provided in this application is true and accurate.

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be

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disclosed under the provisions of the Government Information (Public Access) Act 2009 and correspondence from Council may be made available for viewing by the general public

Applicant's endorsement

*

☐ Yes

Name of authorised person *

First Name

Last Name

Organisation

Organisation Name

Position

Position held in organisation

Declaration date *

Hint: Late applications will still be accepted, however they will be assessed after those submitted during the EOI period

Important note for applicants

Please keep a record of the SmartyGrants (username and password) details you used to submit this application.