

2025 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 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 a confirmation letter 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

This form is to book the Centre in 2025 between 8am and 4pm on weekdays and other specific times as notified by Council.

To book the venue on weekdays 4pm to 10:30pm and weekends please email rwsc@sport.usyd.edu.au.

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

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Contact Name *

First Name

Last Name

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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
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.

Secondary 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 *

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Thursday | |

Do you want to use the venue during the school holiday period? *

- ☐ Yes
☐ No

Booking frequency *

- ☐ Weekly
☐ Fortnightly

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- ☐ Monthly
☐ Other:

2024/25 Fees and Charges

Full court - \$85 per hour

Full court - booking of at least 10 consecutive weeks - \$76.50 per hour

Badminton Court - \$26.90 per hour

Full centre - \$170 per hour

Outdoor netball casual - \$13.80 per hour

Outdoor netball commercial - \$34.20 per hour

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

Filming within Council Building

Commercial rate - \$200 per hour

Not-for-profit rate - \$100 per hour

Preferred Payment Method *

- ☐ BPAY
☐ Credit card

Facilities Requested

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

Full Centre

- ☐ Full Centre

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/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

Table tennis

- ☐ Table Tennis 1
☐ Table Tennis 2
☐ Table Tennis 3
☐ Table Tennis 4
☐ Table Tennis 5
☐ Table Tennis 6

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Outdoor Netball Courts

Kiosk Access

- ☐ Yes
☐ No

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

- ☐ Yes
☐ No

If you have an irregular schedule or if none of the above apply or you have booking specifics, 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?

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)

*

- | | |
|--|---|
| <input type="checkbox"/> Aboriginal and Torres Strait Islander peoples | <input type="checkbox"/> Youth |
| <input type="checkbox"/> All residents | <input type="checkbox"/> People with a disability |
| <input type="checkbox"/> Women | <input type="checkbox"/> Refugees and asylum seekers |
| <input type="checkbox"/> Children and families | <input type="checkbox"/> Lesbian, gay, bisexual, transgender, queer communities |
| <input type="checkbox"/> Older people (over 55 years old) | <input type="checkbox"/> People who are homeless (including residents of boarding houses) |
| <input type="checkbox"/> People from culturally and linguistically diverse communities | <input type="checkbox"/> 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? *

- | | |
|---|---|
| <input type="checkbox"/> Corporate, promotional or profit making purposes | <input type="checkbox"/> Rehearsal |
| <input type="checkbox"/> Revenue raising for your organisation | <input type="checkbox"/> Concert / Musical or Performance |

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

- | | | |
|--|--|-------------------------------|
| <input type="checkbox"/> 10% or less | <input type="checkbox"/> Approximately 50% | <input type="checkbox"/> 100% |
| <input type="checkbox"/> Approximately 25% | <input type="checkbox"/> 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.

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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

Confirmation of eligibility

I confirm that:

- All submissions for bookings must be made in writing with the applicable form/s and must be lodged with Council by the specified due date. Allocated bookings will be as per the allocation agreement form received from the Council.

Payments and confirmation

- The Hirer agrees to pay the confirmed fees and charges for the use quarterly, in advance of use. Invoices shall be paid no later than one month after the invoice date. Council reserves the right to impose special conditions including the payment of a security bond and to fix a charge, considered by Council to be reasonable, having regard to the nature of the activities or functions 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
- The continued allocation is dependent on the Hirers adherence to the agreed upon Terms and Conditions of Hire for the booking.
- The hire is not confirmed until the hire fee has been paid and a confirmation letter has been sent by Council to the Hirer.
- No additional bookings are guaranteed beyond the dates stipulated in this agreement.
- All payments are non-refundable

Local Government Act

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

Hirer Details

- The Hirer will be a responsible person or incorporated organisation. The Hirer will be liable to the Council for the cost of repair of any damage to any part of the centre including surface, storage and fittings, amenities. All works to repair any such damage shall be completed by the Council at the Hirers cost and expense unless the Hirer obtains the Councils prior written consent for the Hirer to complete such works. Council may close for an unlimited period or use by the Hirer may be suspended or cancelled for an unlimited period to allow the Centre to recover from any damage caused by the Hirer.
- 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 and appliances. The Hirer shall report any breakages or problems to the Council within 5 business days.
- The quiet enjoyment of residents 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 understand there is an inherent risk of personal injury in physical activities that will be undertaken at 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 the Council shall have the right to direct the attention of the Hirer to any breach of these conditions and require compliance therewith.
- If the Hirer fails to observe and ensure the observance, of any of these conditions or fails to remove any person who has committed any breach of these conditions from the sporting ground, this agreement may be terminated forthwith by the Council without

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any liability being incurred by Council. Any monies held by the Council shall be forfeited to it, and any outstanding monies paid within one month of an invoice being received.

- 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 Council Sporting grounds and facilities. The cover shall be for no less than \$20 million for each and every claim. The cover 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.
- The Hirer must send a representative to any Council meetings regarding the Centre that are scheduled.

Alcohol and smoking

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

Vehicles and equipment

- No vehicle may be driven on the indoor courts or the netball courts without prior approval from Council. Emergency vehicles exempted.
- In all cases where the Hirer uses portable or moveable sporting equipment, such as portable soccer goal posts, 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 Sporting Club or Organisation must notify Council in writing, with at least two weeks' notice
- 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.

Kiosk usage

The following policies regarding this use apply:

- The Hirer should report any broken or damaged equipment, fittings or furniture as soon as possible
- The Hirer will be responsible for any expense in connection with repairs, security, and improper use of safety equipment and/or extra cleaning, which may become necessary as a consequence of the booking
- 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

Food safety 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.

First aid It is the responsibility of the Hirer to provide their own first aid facilities, equipment and first aid officer.

Indemnity The Hirer indemnifies the Council, its officers, servants and agents from and against all damage, costs, charges, expenses, actions, claims and demands which may be

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sustained, suffered, recovered or made by any person for any loss or injury such person may sustain when using or entering or near any portion of the subject grounds (whether such injury be to the person or to property), where such injury arises or has arisen as a result of the negligence of or as a result of the creation of some dangerous thing or state of affairs by the Hirer or by any member agent or employee of any unincorporated club or association or by the Hirers failure to observe the Hirers obligations. The Hirers liability shall be reduced by the portion that any act of Council, its officers, servants or agents may have contributed to the injury or loss.

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 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.