

Application – for Permit to use Council Sporting Facility



This Application is made to the Alice Springs Town Council for approval to use a Council-managed sporting or recreational facility. If Council issues a Permit in response to this Application, the Applicant agrees to be legally bound by the Terms and Conditions set out in this Application and the Permit.

Please submit the completed form to: astc@astc.nt.gov.au

APPLICATION			
Name of Applicant and ABN (if applicable)			
Contact person (position/role)			
Email		Mobile	
Address			
Council property (venue)			
Proposed Activity			
Areas requested (eg. oval, courts, changerooms, other facilities (specify)			
Season	<input type="checkbox"/> Summer <input type="checkbox"/> Winter		
Season dates for booking	Start		Finish

SECTION A – Regular Bookings - TRAINING	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Training start time:	Training finish time:

OR

SECTION B – Regular Bookings - COMPETITION	
<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Comp start time:	Comp finish time:

OR

SECTION C – SPECIAL EVENTS			
Event Description			
Date	Start	Finish	

SECTION D – ADDITIONAL AMENITIES (e.g. lights)	
Specify amenities you require: <i>Not provided unless specified.</i>	

Terms and Conditions



1. The Permit Holder must:
 - a) Leave the Facility in a clean and tidy condition and remove all rubbish after each use.
If the Facility is not clean within 24 hours after use, Council may clean the facility itself and charge the Permit holder reasonable costs of cleaning, including removal of rubbish.
 - b) Exercise all reasonable care of the equipment and facilities, and immediately report any damage or malfunction.
 - c) Supervise all participants and spectators at all times.
 - d) Ensure the Facility is used in a safe, orderly, and lawful manner.
 - e) Comply with all Council by-laws, policies, procedures and any reasonable direction given by Council officers.
 - f) Not charge entry for carers to individuals with a Companion Card
 - g) Not bring or allow any glass to be brought onto the oval or allow the sale of food on sticks.
 - h) Not erect any tents or other structures in the Facility.
 - i) Not drive any vehicles on grassed areas unless they are marked by Council as areas for use by vehicles.
 - j) Not allow any smoking in any areas of the Facility
 - k) Not assign or transfer the Permit without Council's prior written consent.
2. The Permit holder is liable for any damage to the Facility arising from use under the Permit, fair wear and tear excepted, and must reimburse the Council for the cost of repairs or replacement.
3. The Permit holder indemnifies and holds harmless the Council, its councillors, officers, employees and agents from and against all claims, liabilities, losses, damages, costs and expenses arising out of or in connection with the use of the Facility except to the extent caused by the Council's negligence.
4. The Permit Holder must for the duration of the Permit hold public liability insurance with a minimum cover of \$20 million for each occurrence with the Council noted as an interested party, and provide a certificate of currency on request.
5. The Permit Holder must comply with all applicable work health and safety legislation and ensure that any employees and volunteers who have contact with children at the Facility have a Working with Children clearance.
- 6.
7. Permit times are to be strictly complied with. Prior access for setup or delivery of goods may be treated as additional time and charged accordingly.
8. Permission is only granted for use of the Approved Areas specified in the Permit.
9. All keys are to be returned to the Civic Centre Customer Service team on the first working day after the conclusion of the permit period.
10. Permit fees and deposits must be paid in advance unless by special arrangement approved by the Chief Executive Officer.
11. In relation to activities involving the consumption of alcohol associated with this application, the permit holder must seek a separate liquor permit from council.
12. ASTC supports the elimination of Single Use Plastic (SUP) items from its services, programs, events and facilities. Single Use Plastics are not to be used on Council land or within its facilities.
13. Permits are issued at the discretion of Council. Council may grant a permit, refuse to issue a permit, or cancel a permit which has been issued.
14. Any Permit issued following this Application does not create a lease or exclusive right of possession.

Fees and Deposits



Refer to the Alice Springs Town Council's [Municipal Plan](#) for the current fees and charges.

HIRE OF COUNCIL FACILITIES – DEPOSIT INFORMATION

Cleaning and Security deposit (refundable), all facilities. GST applies to forfeiture of deposit: **\$431.50**

Facility Key deposit (refundable), all facilities. GST applies to forfeiture of deposit: **\$243.00**

Alarm violation fee (in the event an alarm is not set on departure): **Forfeiture of cleaning deposit**

METHODS OF DEPOSIT

CREDIT CARD IMPRINT (CANNOT BE A DEBIT CARD). Card must be present on collection of keys and must have the name of the ORGANISATION and/or the NAME OF APPLICANT. Deposit will not be charged unless the keys are not returned or there is a breach in conditions.

DEBIT CARD PAYMENT. The full amount will be charged on collection of keys. This method will be refunded by CHEQUE ONLY. Debit card must match the name of the ORGANISATION and/or APPLICANT. Cheque will be written to the ORGANISATION or APPLICANT detailed on the Debit Card to which the deposit was taken from.

CASH. Cash deposits will be refunded by cheque only. Cheque will be written to the ORGANISATION or APPLICANT on this form only.

The Applicant declares and acknowledges that

1. all information in this Application is correct.
2. If Council issues a Permit, the Applicant agrees to comply with the Terms and Conditions contained in this Application.

SIGNATURE OF AUTHORISED PERSON ON BEHALF OF APPLICANT:

DATE: _____

Name of signatory (print name) :

ALICE SPRINGS TOWN COUNCIL – OFFICE USE ONLY

Approved:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Permit #	
Full Name and Position				
Hire Fee Paid:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Invoice Issued	
Additional Conditions:				
Signed			Date	

Calendar Keys Letter Record

Privacy Statement

Alice Springs Town Council will comply with the information privacy principles contained in the Northern Territory Information Act. These principles protect the privacy of personal information collected and held by Council.

Updated 18 March 2026