



SPORTS FACILITY LICENCE AGREEMENT
SEASON: SUMMER 201X/1X

BETWEEN (A): **TWEED SHIRE COUNCIL AS LICENSOR**

AND

NAME OF USER (B): **<ORGANISATION> AS LICENSEE**

SPORTS FACILITY (C): **<SPORTS FIELD>**

DEFINITIONS AND INTERPRETATION

A. IN THIS AGREEMENT UNLESS EXCLUDED BY THE CONTEXT.

“LICENCE FEE” means the seasonal fee described in Item 7 of schedule 1.

“LICENSEE” means the person identified in Item B of this agreement.

“LICENSEE’S AREA” means the area identified in item C of this agreement.

“LICENSOR” means the organisation identified in Item A of this agreement

“LICENSOR’S OUTGOINGS” means the fees, charges or other expenses payable by the Licensor as a consequence of granting this licence to the Licensee or of the Licensee’s exercise of its rights pursuant to this agreement.

“SITE RENTAL COSTS” means the seasonal rental or fee payable by the Licensor for the use of the grounds and building but does not include Licensor’s Outgoings.

“SITE” means the land identified in item C of the Schedule.

“TERM” means the period from the Commencement Date to the Termination Date.

“TERMINATION DATE” means the date stated in Item 6 of Schedule 1.

B. IN THIS AGREEMENT UNLESS EXCLUDED BY THE CONTEXT.

- (a) **Words importing the singular include the plural and vice versa;**
- (b) **a reference to a person or individual includes a corporation, partnership or without limitation, any form of body corporate whatsoever;**
- (c) **a word importing one gender includes the other gender;**
- (d) **a reference to a clause, schedule or annexure is a reference to a clause or a schedule or annexure to this agreement;**
- (e) **the recitals form part of this agreement;**
- (f) **a reference to any Act, regulation, agreement or document is a reference to that Act, regulation agreement or document (and, where applicable, any of its provisions) as amended, supplemented or replaced from time to time; and**
- (g) **a reference to any person includes that person's executors, administrators, authorised representatives, successors and permitted assigns.**

WHEREAS:

- A. THE LICENSOR is the owner and manager of the Sports Facility (the "Facility")**
- B. THE LICENSEE is an incorporated body for sporting or recreational activities who intends to use the Facility on a seasonal or regular basis**
- C. SPORTS FACILITY is the building and grounds used for the licensed sporting activities**

1.0 NON EXCLUSIVE USE

- 1.1 Whilst priority allocation of a Facility is granted by this Licence, the Licensee acknowledges that no exclusive use of a Facility is granted by this Licence. The Licensor reserves the right to allocate seasonal or casual usage to other sporting clubs, community groups or schools and the Licensor shall grant priority to the Licensee when allocation of any Facility to any other user is granted.
- 1.2 All licensees for the facility whether concurrent or otherwise area shown in schedule 1.

2.0 SUB-LETTING/HIRING OUT/USE

- 2.1 The allocated use of a Facility does not permit the Licensee to sublet or allow casual use of the facility to any other party without the written consent of the Licensor.
- 2.2 Where the Licensee intends to undertake activities other than appropriate sports associated activities or sports functions of the Licensee, approval is required by the Licensor. This application it is to be submitted by the Licensee to Council's Recreation Services Unit and evidence of approval for such other activities is to be provided to the Licensor at least seven (7) days prior to such activity. Should no approval be provided and the Licensee proceeds with such activity, then the Licensor shall at its own discretion and shall at all times acting reasonably revoke this Licence.
- 2.3 Licensee to comply with the Responsible Service of Alcohol (RSA) at all times and RSA principles where alcohol is consumed on site wether supplied or purchased.
- 2.4 The facility shall not be used for entertainment of any sort involving adult restricted activities by entertainers, club members or club patrons eg R-rated activities.

3.0 INSURANCES

- 3.1 It is a condition of use and/or occupation of any Facility owned or managed by the Licensor that the Licensee shall at its own expense hold the following:

Public Liability Insurance

The Licensee shall take out and keep current during the period of this Licence Agreement a public liability insurance policy in a form approved by Tweed Shire Council, in the joint names of the Tweed Shire Council and the insured, for a minimum of (\$10) ten million dollars.

- 3.2 Such insurance should include a "Cross Liability" Clause, and preferably a Waiver of Subrogation.
- 3.3 Proof of public liability insurance cover must be submitted with the online application for use of a facility.

3.4 Contents insurance

The Licensee shall take out and keep current during the period of this Licence Agreement a contents insurance policy to cover all equipment associated with the Licensee's activities including all appliances and equipment used in the canteen and clubhouse.

- 3.5. Proof of contents insurance cover is to be provided to the Licensor upon request.

4.0 INDEMNITY/HOLD HARMLESS CLAUSE

- 4.1 The Licensee agrees to indemnify and to keep indemnified and to hold harmless Tweed Shire Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Tweed Shire Council or the Licensee or all arising out of or in anyway related to this Licence.
- 4.2 The Licensee's Equipment shall be and remain at the sole risk of the Licensee. The Licensee indemnifies and shall keep the Licensor indemnified, from and against all actions, claims and demands made against the Licensor in respect of any damage to, or loss of property, personal injury or death caused by the Licensee's Equipment including all costs, damages and expenses which may be incurred by the Licensor in defending any action, claim or demand in respect thereof.

5.0 SPORTS CLUB TOILETS

- 5.1 The Licensee shall provide toilet paper for its own use of the toilet facilities. The Licensor shall provide toilet paper per month to compensate the Licensee for the use of the toilet facilities by other sporting clubs, community groups or schools where such other users are granted use of the Facility upon request. The Licensee is to contact the licensor to organise toilet paper arrangements.
- 5.2 The Licensee shall grant access to the toilet facilities to other sporting clubs, community groups or schools when co allocation of the Facility is granted by the Licensor.
- 5.3 Where the Licensee grants access to other sporting clubs, community groups or schools for the use of the toilet facilities and it is inconvenient for the toilet facilities to be opened by Licensee; the Licensor will provide access to the toilet facilities upon request detailed in the 'Sports Ground Usage – Casual' application form.
- 5.4 It is the responsibility of sporting clubs, community groups or schools to notify the licensee of their proposed access requirements to the facilities and the Licensor shall provide the contact details of the licensee to the sporting clubs, community groups or schools for this purpose.
- 5.6 The Licensee may inspect the toilet facilities following such use by other sporting clubs, community groups or schools. When toilet facilities are not left clean and tidy, photographic evidence (date and time stamped) is to be reported to the Licensor within seven (7) days from inspection.
- 5.7. Should such evidence be provided to the Licensor, the Licensor shall at its discretion deny future allocation to the Facility to that other sporting club, community group or school subject of any report from the Licensee where the toilets are not left clean. Any decision will be based on the documented evidence provided by the Licensee where the Licensee can show that its own use of the toilet facilities does not contribute to the condition of the toilet facilities documented by the Licensee.

6.0 CHANGE ROOM FACILITIES, CANTEENS AND CLUBHOUSE

- 6.1 Use of change room and canteen facilities and clubhouse form part of this Licence Agreement. The Licensee will at its own discretion, and the Licensee shall act reasonably at all times, grant and provide access to the use of these facilities for the duration of activities undertaken by the other sporting clubs, community groups or schools where co allocation of the Facility has been granted by the Licensor.

When change room and canteen facilities and clubhouse are not left clean and tidy, photographic evidence (date and time stamped) is to be reported to the Licensor within seven (7) days from inspection.

- 6.2 Should such evidence be provided to the Licensor, the Licensor shall at its discretion deny future allocation to the Facility to that other sporting club, community group or school subject of any report from the Licensee where the toilets are not left clean. Any decision will be based on the documented evidence provided by the Licensee where the Licensee can show that its own use of the toilet facilities does not contribute to the condition of the toilet facilities documented by the Licensee.

Should the licensee's property be damaged in any way resulting from the use of the change rooms, canteen or clubhouse by any other group granted access by the licensee; the licensee shall be responsible for recovering the costs of repair or replacement resulting from such damage.

- 6.3 All costs relating to the use, maintenance or replacement of hot water heaters for the canteen are the responsibility of the Licensee.
- 6.4 The Licensee must ensure that all electrical appliances owned or utilised by the licensee are tested and tagged annually by a registered electrician.
- 6.5 The Licensee shall bear all responsibility to ensure that any Fire Evacuation plans of the building are clearly displayed and accessible to any person attending any activity at the Facility.
- 6.6 The licensee must be registered as the applicant for the general food premises licence inspections. The licensor will pay for annual general food premises inspection fee. The licensee will be responsible for any costs arising from the inspection occasioned by any act, neglect, want of care or misuse or abuse on the part of the Licensee or any person granted access to the canteen by the Licensee.

7.0 NOISE

- 7.1 The Licensee must ensure that use of the Facility does not cause annoyance to the surrounding neighbourhood by emission of noise from sporting functions, by rowdy behaviour or excessive revving of vehicles or any anti social behaviour by any person attending any function held by the Licensee.

8.0 SPORTS GROUND LIGHTS

- 8.1 Sports ground lights are to be turned off by 10.00pm except in circumstances where development consent conditions state otherwise.
- 8.2 The cost of operation of these lights shall be the licensee's responsibility.
- 8.3 It is the responsibility of the licensee to report any defects with the sports field lights. (See Appendix 1).
- 8.4 Maintenance of these lights shall be coordinated through the Licensor and shall be undertaken at the discretion of the Licensor
- 8.5 Lighting audits and certification will be undertaken by the Licensor as required by relevant Standards and regulations. If additional audits are requested by the licensee, such shall be at the licensee's costs..

9.0 FACILITY OR AREA DEVELOPMENT

- 9.1 Any internal or external alterations, additions or modifications to the Facility cannot be undertaken by the Licensee without the written approval by the Licensor eg additional cupboards etc. Any plans for alterations or additions to the Facility must be forwarded to the Licensor for evaluation and approval prior to commencement of works.

10.0 SPORTS GROUNDS

- 10.1 The Licensee shall ensure that no glass containers are to be sold or used at the Facility excepting within the canteen or clubhouse. It is the responsibility of the Licensee to ensure that this condition is clearly marked in a public area so that all users of the Facility and all spectators attending matches are aware of this condition.
- 10.2 All fixtures and structures utilised by the Licensee in conducting their licensed activities are to be erected in accordance with relevant standards and regulations and any other directions made by the Licensor.

10.3 The Licensee shall only utilise line marking applications approved by the Licensor. Any use of herbicides, oils, petroleum products or other substances that will have a residual impact on the sportsfield cannot be used without the specific written consent of Council.

10.4 All steel pegs used on the sportsfield are to be painted white or alternatively the Licensee shall use polycarbonate white tent pegs. The Licensee agrees that should any steel or polycarbonate pegs be left on the sportsground and result in any damages to plant maintenance equipment the Licensee shall bear all costs of repairs to the plant maintenance equipment.

11.0 FACILITY BOND

11.1 The Licensee and any other sporting club, community group or school, allocated the use of the Facility may be required to pay a bond against damage which may be caused by that organisation.

12.0 FACILITY CLEANLINESS, RUBBISH REMOVAL AND FOOD

12.1 The Licensee shall bear all responsibility to keep the Facility in a clean and tidy condition.

12.2 Toilet facilities and change rooms are to be cleaned weekly and/or following any activity undertaken by the Licensee at the Facility.

12.3 The Licensee will take all reasonable precautions to keep the Facility and all kitchen appliances, floors and kitchen surfaces of the Facility free of rodents vermin insects and pests and will in the event of failing so to do if required by the Licensor but at the cost of the Licensee employ from time to time pest exterminators approved by the Licensor (whose approval shall not be unreasonably withheld). In performing the Licensee's obligations pursuant to this clause the Licensee and any person acting on the Licensee's behalf will not use any substance prohibited by Statute.

12.4 The Licensee will ensure that all catering activities occurring at the Facility are to comply with the Food Safety Standards 3.1.1, 3.2.2 and 3.2.3. These standards are available from Councils Building and Environment Health Unit.

12.5 The Licensee will ensure that all litter and waste emanating from the use of the Facility by the Licensee, including all spectator areas must be collected by the Licensee and deposited into rubbish bins supplied for use at the Facility.

12.6 The licensor shall provide and service a number of bins which will be determined by the licensor at its discretion. Should additional bins be required it is the responsibility of the Licensee to arrange for the supply and service of the additional bins at their own costs.

12.7 The Licensee shall provide any additional waste bins for carnivals and special events conducted by the Licensee.

13.0 FACILITY INSPECTION

13.1 The Licensee shall provide to the Licensor a Facility Maintenance Inspection sheet (Appendix 1), which is to be completed and signed off at the beginning and end of license period.

13.2 Failure to complete the Facility Maintenance sheet may result in the Licensee not being granted any future Licence to use the Facility in the future.

13.3 The Licensor and the Licensor's agents may at all reasonable times upon giving to the Licensee reasonable notice (except in the case of an emergency when no notice is required) enter the Facility and view the state of repair and cleanliness of the Facility and may serve upon the Licensee a notice in writing of any defect in the repair and cleanliness (the repair and cleanliness of which is the Licensee's obligation hereunder) requiring the Licensee within fourteen (14) days to repair and clean same.

14.0 FACILITY STORAGE

14.1 The Licensee will not store at the Facility any quantities of consumer goods (such as alcohol and cigarettes etc.), which are likely to attract forced entry to the building. Should it become evident to the Licensor that the storage of consumables of any kind by the Licensor has contributed to any damage to the Facility due to attempts of forced entry, then the Licensee shall bear all costs incurred by the Licensor for the repair of any such damage and meet all excess insurance claims relating to such damage.

- 14.2 Equipment and appliances to be stored appropriately allowing for pedestrian exits to be maintained at all times.
- 14.3 Gas bottles to be restrained and not stored within close proximity to power boxes.
- 14.4 Power boxes MUST have a 600mm perimeter access when the power box door is open to comply with Australian Standards.

15.0 FACILITY DAMAGE AND SECURITY

15.1 The Licensee shall notify the Licensor immediately in writing in the event that:-

- Security lights are inoperable;
- Any damage has been caused to building or structures of the Facility;
- Any graffiti has been painted or applied on any internal or external wall of any building of the Facility;
- Any other events having any impact on the Facility which will detract from the amenity, security or safety of the Facility;
- Bins are damaged or overflowing

16.0 FACILITY INSPECTION AT EXPIRY OF LICENSE

16.1 The Licensor and the Licensor's agents shall enter and inspect the Facility and view the state of repair and cleanliness of the Facility at the conclusion of the Licence Agreement. The Licensor may serve upon the Licensee a notice in writing of any defect in the repair and cleanliness (the repair and cleanliness of which is the Licensee's obligation hereunder) requiring the Licensee within fourteen (14) days to repair and clean same.

17.0 OUTGOINGS

17.1 The Licensee shall be responsible for all costs for the consumption of gas, electricity, rubbish removal above the standard allocation for the Facility and all other operational costs (eg litter collection) associated with the use of the Facilities during the term of this Licence Agreement.

18.0 SHARED USE

18.1 Where there is a shared use of the Facility the apportionment of all costs relating to the consumption of gas, electricity, water and all other operational costs is to be calculated by the Licensee and it will be the responsibility of the Licensee to obtain payment from other sporting clubs, community groups or schools having been co allocated the Facility during the course of this Licence Agreement for their apportionment of costs. The Licensee shall ensure that all payments for all costs for gas, electricity and water and other operational costs are to be paid when they are due.

19.0 FEES AND CHARGES

- 19.1 All fees and charges are charged on a seasonal basis.
- 19.2 Seasonal charge (winter/summer) **are set out in Schedule 1.**
- 19.4 All fees and charges are subject to annual review.
- 19.5 Where there any outstanding fees unpaid by the Licensee for more than ninety (90) days, the Licensee shall not be permitted to use the Facility until payment in full is made to the Licensor.

20.0 BREAKAGES AND DEFECTS

- 20.1 The Licensee shall be responsible for the safe use of the Facility and bear all costs relating to the repair of any part of the Facility that may endanger any person attending the Facility during the term of this Licence Agreement.
- 20.2 The Licensee shall immediately advise the Licensor of any breakage, defect or damage to the Facility, or any fixture connected with the sports ground occasioned by any act, neglect, want of care or misuse or abuse on the part of the Licensee or any person claiming through or under the Licensee. The Licensor will, if necessary, carry out any repairs or replace any fixture necessary for the use of the Facility and where such damage or replacement is required as a result of the Licensee's use of the Facility the Licensee shall bear all costs in relation to such repair and replacement.

21.0 SPONSORSHIP AND ADVERTISING SIGNS

- 21.1 The erection of sponsor or advertising signs and structures and any contract arrangements must be approved by the Licensor and the Tweed Shire Council as consent authority and must be constructed or erected pursuant to any conditions that may be imposed by any development consent granted with respect to such advertising signs or structures.
- 21.2 The Licensee shall maintain any sponsor or advertising signs and structures to the satisfaction of the Licensor to ensure that such structures pose no risk or injury to any person attending the Facility for any purpose.

22.0 KEY ACCESS

- 22.1 The licensor will provide keys for the facility at the commencement of the license and the licensee shall return all of the keys to the licensor at the expiry of the license.
- 22.1.1 The licensee may at its discretion require the payment of a bond at the commencement of the license.
- 22.2 The Licensee shall bear all responsibility to ensure accurate records are kept identifying names and phone numbers of those members holding keys to the Facility during the term of the Licence Agreement.
- 22.3 The Licensee shall inform the Licensor in writing of any security breach that occurs within seven (7) days of the Licensor becoming aware of such breach. For the purposes of this clause, a security breach includes where the Licensee cannot identify the names and telephone numbers of individuals with keys to the Facility and when any key is lost, stolen or misplaced.
- 22.4 The Licensee shall not change any internal or external building or storage locks without Council consent.
- 22.5 The Licensor at its own discretion, and at all times acting reasonably, will in the event of any security breach install new locks and issue new keys to the Facility to the Licensee.
- 22.6 All costs incurred by the installation of new locks and the issue of new keys to the Licensee shall be borne by the Licensee.

23.0 SPORTS FIELD CLOSURE

- 23.1 In the event of heavy rain refer to Council's Sports Field Closure web page.
<http://www.tweed.nsw.gov.au/Sportsfields>. Where the Facility has been closed due to extreme weather conditions, the **Licensee shall ensure that the Facility remains closed**.
- 23.2 When the Licensor closes the fields the Licensee will be liable for any damage caused if clubs or organisation chose to play. Failure to comply with this condition may result in the Licence being revoked and not being granted in the future.

24.0 GENERAL

- 24.1 The Licensor reserves the right to vary any of the conditions or impose additional conditions or withdraw permission of use, if deemed necessary, at any time.
- 24.2 Where the Licensor is aware that the Licensee has accessed the Facility without prior approval and for any activities not authorised under this Licence Agreement, the Licensee will be charged at a casual rate for all

unauthorised use.

- 24.3 Where the Licensee disregards a directive from the Licensor that the Facility is not to be used due to maintenance or poor weather, a penalty against usage shall apply. Such penalty is to be determined by Council's Fees and Charges that apply at that time. The Licensee will also be responsible for any reinstatement costs arising from any damage caused to the Facility as a result of any unauthorised use by the Licensee.

25.0 SPECIFIC

- 25.1 At all times the Licensee will conform to the requirements laid down by their peak sports body and comply with the requirements of the *New South Wales Child Protection Act*. The Licensee shall also comply with all requirements of the *Commission for Children and Young People Act 1998* and the *Child Protection (Prohibited Employment) Act 1998*. <http://kids.nsw.gov.au/>
- 25.2 The Licensee shall bear all responsibility for the actions of all members, participants, spectators and officials during all sporting and other activities undertaken by the Licensee during the term of this Licence Agreement.

26.0 AGREEMENTS

- 26.1 The terms of this Agreement and any Permits issued by the Licensor or Tweed Shire Council as consent authority and all correspondence relating to the seasonal usage of the Facility form part of the agreement between the parties.

27.0 LICENSOR RESPONSIBILITIES

- 27.1 The Licensor shall be responsible for the following during the term of this Licence Agreement:
- The provision and maintenance of all electrical and plumbing work to the Facility
 - The provision and maintenance of the hot water systems located in the change room of the Facility
 - The removal of graffiti on the external walls of the Facility
 - The provision and maintenance of fire extinguishers in the Facility
 - Regular inspection and where necessary treatment for termite infestations
 - The maintenance of gutters including the regular removal of debris
 - The adequate supply of wheelie bins for regular sporting activities
 - Water charges associated with the irrigation of grass fields
- 27.2 Any request made by the Licensor for improvements to the Facility that are considered by the Licensor to be above and beyond the standard of sporting facilities within the local government area of the Tweed Shire are to be borne by the Licensee.

28.0 LICENSEE'S OBLIGATIONS

- 28.1 The Licensee must throughout the term of this agreement:-
- (a) comply with all statutory requirements including without limitation those relating to health and safety in respect of the building and fields generally;
 - (b) comply with the reasonable directions from time to time of the Licensor including without limitation those relating to safety and security;
 - (c) not interrupt or interfere with use by the Licensor or other licensees of the Licensor using the Licensor's building;
 - (d) not cause or permit any rubbish to be placed, thrown or dropped on or about the building or fields;

- (e) must comply with all regulations and requirements of the relevant governing bodies of the sport, not cause, permit or suffer any illegal activity in the building or any activity, which is a nuisance to the Licensor, or any other licensees of the building and promptly notify the Licensor of any damage caused to the Licensor's building.

29.0 CONTACT DETAILS

- 28.1 All enquires in relation to use of the Facility are to be directed to Recreation Services located at the Tweed Shire Council, Tumbulgum Road, Murwillumbah during normal office hours.
- 28.2 All correspondence is to be addressed to:
The General Manager
Tweed Shire Council
PO Box 816
MURWILLUMBAH NSW 2484

30.0 SIGNING AUTHORITY

- 29.1 Any consent to an application for usage of the Facility will not be granted unless this Licence Agreement has been signed by the relevant signatories of the Licensee and the Licensor.
- 29.2 The Licensee agrees to ensure that all individuals, members and clubs using the Facility during the term of this Agreement and as a result of an application for usage will comply with all terms and conditions of this Agreement and any other correspondence or directive referred to in clause 29 of this Agreement.

30.0 INSPECTION SHEET

- 30.1 The Building Maintenance Inspection Sheet attached hereto forms part of the obligations of the Licence Agreement.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands this day and year hereinbefore written.

SIGNED AS A DEED

.....
Signed for and on behalf of the Licensor

.....
Signed for and on behalf of the Licensee

SCHEDULE OF TERMS

SCHEDULE 1

Column 1 – description of variable particulars	Column 2 - particulars
1 Licensee’s postal address for service of notices	xxx xxx
2 Licensor’s address for service of notices and payment of licence fee	Recreational Services Tweed Shire Council PO Box 816 MURWILLUMBAH NSW 2484
3 Season	Summer 201X/1X
4 Facility Shared with	xxx
5 Commencement Date	01 October 201X
6 Termination Date	31 March 201X
7 Seasonal Fee	\$xxx
8 Permitted Sporting Activity	xxx
9 Insurance – Public Liability	\$xxx Number: Expiry Date:
10 Certificate of Incorporation number	xxx

IN TEXT NOTES:

^[1] www.tweed.nsw.gov.au

^[2] <http://dcr.tweed.nsw.gov.au/> or

Community – Community Directory – TSC Community Directory Web Site

^[3] Do Business - Application forms - Recreation ~ Sports Ground Usage – Casual or <http://l6410/Forms/pdfs/SportsEvents.aspx>

APPENDIX 1A

**Tweed Shire Council
Sporting Facility Licence Agreement
Building Maintenance Inspection Sheet
OCTOBER 2013**

= Non conformance = conformance (ok)

- Toilets adequately cleaned
- Kitchen bench tops clean
- Appliances cleaned
- Appliances cords are current, checked & labelled by authorised electrician
- Floors clean and clear of any oils
- Clear of trip hazards
- Accesses safe
- Evacuation exit plans clearly displayed and correct
- Electrical safety
- Sports Field Lights if applicable
- other

Explanation of Non Conformance eg structural damage or building maintenance issues.

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NOTE: Use back of form if more space is required

Date:

Club/Organisation:.....

Executive Name:.....Position:.....

Signature:.....

APPENDIX 1B

**Tweed Shire Council
Sporting Facility Licence Agreement
Building Maintenance Inspection Sheet
MARCH 2014**

= Non conformance = conformance (ok)

- Toilets adequately cleaned
- Kitchen bench tops clean
- Appliances cleaned
- Appliances cords are current, checked & labelled by authorised electrician
- Floors clean and clear of any oils
- Clear of trip hazards
- Accesses safe
- Evacuation exit plans clearly displayed and correct
- Electrical safety
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- other

Explanation of Non Conformance eg structural damage or building maintenance issues.

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Date:

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Signature:.....