

Seasonal Ground Hire Process

The following is to be used as a guide when booking facilities for seasonal use. Months changing mid week may affect the dates below, so allowances should be made accordingly. When you received forms, please note the precise due dates listed on them.

Winter Season

Winter use is from the second Saturday in April to the last Sunday in September

Invite for applications posted to clubs	last Friday in January
Applications are due back to council	last Friday in February
Confirmation of bookings and contracts are posted back to clubs	third Friday in March
Contracts are to be signed and sent back to council	prior to second Friday in April
Final team/player registration numbers and subsidised use lists are due to council	the third Friday in May
Invoice will be sent out to clubs	the last Friday in May
Payments are due	within 30 days

Summer Season

Summer use is from the second Saturday in October to the last Sunday in March

Invite for applications posted clubs	last Friday in June
Applications are due back to council	last Friday in July
Confirmation of bookings and contracts are posted back to clubs	third Friday in September
Contracts are to be signed and sent back council	prior to second Friday in October
Final team/player registration numbers and subsidised use lists are due to council	the third Friday in November
Invoice will be sent out clubs	the last Friday in November
Payments are due	within 30 days