

**APPROVALS FOR USE**

All use of Council Reserves requires the prior written approval of the Council.

Where granted, approval to use a Council Reserve applies only to the Club, dates and times as stated on the letter of approval from Council. The Council's parks shall be reserved for the Club for home fixtures only. Pre-season training and matches and social matches are not considered to be "club fixtures". In such cases it is necessary for the Club to obtain approval from the Community Facilities for the use of the ground.

*It should be noted that payment of the seasonal hire fee does not confer any rights over the grounds other than at those times and periods approved by Council. Separate approval is required for pre-season access, which shall be charged at the pre-season casual hire fee.*

No club shall charge an entry fee to any of Council's park unless the charge has been authorised in writing by Council. A hirer granted approval to use a Council facility is at no time permitted to re-lease it or make it available for hire to any other individual or group. A separate application is required from each club for any given park.

All club equipment and property and ground marking equipment, etc. is to be removed from the reserve on the completion of the seasonal hire period, unless the Council has leased the facility to the club. Clubs are not to erect or install any equipment without approval from Council.

**BLOCK BOOKING and BOOKING USAGE**

Any groups found block booking or not utilising the time booked for the use of Council Facilities will lose any unused booking time and may incur a charge for unused time.

**BOND (FACILITY & KEY)**

A bond of four hundred and seventy five dollars (\$475.00) will apply to small functions, events or gatherings not required to go through the City's 'event approval application' process. Those bookings or events required to go through the 'Event Approval Process' as determined by the City or bookings where alcohol is consumed will be required to pay a seven hundred and forty dollars (\$740.00) bond. **If the booking is considered a 'High Risk Event' then a bond of \$1590.00 will apply.**

A key bond of eighty dollars (\$80.00) per set of keys (maximum two sets) is required for hirers requiring access to toilets, changerooms or park chaingates. These keys are to be returned to the City at the end of each season. Failure to do so may result in Council deeming these keys lost and the cost of re-keying may be passed onto the club concerned. Bonds will be refunded by cheque, made out to the name and address on the original receipt within fourteen (14) days of the booking, subject to compliance with conditions.

**CANCELLATION, REFUNDS and TENTATIVE BOOKINGS**

The City of Wanneroo reserves the right to cancel any bookings and will give written notice within 28 days to the hirer. Any amounts paid will be fully refunded. Cancellation by the hirer must be received in writing 14 days prior to the booking date. An administration charge of 20% of the total charge will be deducted from the refund. The bond will be refunded in the event of cancellation. All cancellation of, or alterations to, a booking by regular users must be made in writing a minimum of 14 days prior to event. Tentative bookings will only be held for 7 days. Bookings are not secure without a deposit.

**CATERING**

Any event involving food or catering must be approved by the City's Development and Health Department through the Event Approval Process. (*See Events*)

**CONFETTI**

The use of confetti or similar materials is strictly prohibited.

**DAMAGE**

The hirer must inform the City if any damage is discovered prior to booking. Failure to do so may jeopardise the bond.

**EVENTS**

If your booking is for an event, please ensure that an Event Approval Application form has been submitted a minimum of 8 weeks prior to the event. Confirmation of your booking will not be given until your event has been approved. Any advertising for the event shall comply with the Advertising on Public Open Space Policy

**FIRST AID**

It should be noted that the City does not provide First Aid assistance or supplies within any of the City's Facilities. It is recommended that the group ensure they have adequate first aid supplies and first aid assistance prior to their function or activity.

**FLOODLIGHTING**

Council shall determine the control and utilisation of floodlights. No temporary floodlighting is permitted for reasons of safety and inconvenience to residents, unless prior approval is given. Operation of floodlighting shall commence no earlier than is necessary to undertake training and shall cease no later than 10.00pm or as approved by the Community Facilities Coordinator.

**GAS BOTTLE STORAGE**

Under no circumstances are any gas bottles permitted to be stored in City of Wanneroo buildings. Any Gas bottles found stored on the premises will be removed without notice to the group.

**GLASS BOTTLES**

The use of glass bottles on City of Wanneroo reserves is strictly prohibited.

**GROUND MAINTENANCE**

Sprinklers and pipes on grounds are not to be removed or interfered with in any way. Any club found to have interfered with sprinklers or pipes will be charged for reinstatement costs and/or repairs **No pointed objects are to be driven into any reserve unless previously discussed on site and approved by Community Facilities, e.g. erection of star pickets, tent pegs, etc. Under no circumstances shall any object be attached, hung or tied to any tree or plant.**

**GROUND MARKING**

Clubs are responsible for marking of grounds and providing any other equipment. Due to health and safety issues and impact on the quality of these grounds, the following conditions apply to marking of grounds. Lime, creosote, sump oil, 'roundup' or any other chemical is prohibited for marking grounds. The only approved material for line marking is chalk or whiting or ground marking paint. Clubs wishing to ensure that only approved materials are used for line making should contact the Parks Coordinator of the City of Wanneroo. **If inappropriate line marking materials are used then a charge will be incurred to rectify any damage caused.**

Grounds must be marked in accordance with the standards laid down by the Department of Sport & Recreation in its nationally adopted publication: "SPORT-Dimensions for Playing Areas". It is particularly important that the "Space about Playing Field" requirement is complied with. Copies of the sporting dimensions are available from Department of Sport & Recreation.

**LAW AND ORDER**

The Hirer of any park shall comply with the provisions of the Health Act, Liquor Act, Police Act and Criminal Code, or any other Act in force.

**LIQUOR**

Prior written consent of the City must be obtained if alcohol is proposed to be consumed at the event or function. Permission from Council must also be obtained when selling liquor prior to applying for an Occasional Permit.

**Occasional Permit:** Where a charge for entry or payment for alcohol is involved (eg: Cabarets) an Occasional Permit must be obtained from the Department Racing, Gaming & Liquor,( <http://www.rgl.wa.gov.au/> ) Level 1, 87 Adelaide Terrace, East Perth, Western Australia, 6004, Postal Address: PO Box 6119, East Perth, Western Australia, 6892, Tel: (08) 9425 1888 Facsimile: (08) 9325 1041, fourteen (14) days prior to the event. A copy of this Licence must be forwarded to Council before the event and must be shown on inspection by any authorised person within the licensed premises.

**Please note that alcohol is NOT permitted outside the hired area or outdoors of a building.**

**Restricted or Club License:** All clubs holding restricted club licenses must submit copies of those licenses to the City of Wanneroo in order for consideration to be given to a booking/s.

The storage of alcohol is not permitted at any of the City's facilities that are multipurpose in nature as defined under this policy. The storage of alcohol will only be permitted at those facilities across the City, which are leased by clubs for exclusive use.

**NOISE**

The Hirer must ensure that no undue noise whether at the function or by leaving the venue is created by patrons. Any complaints received from adjacent residents could jeopardise future applications. If Council Rangers are called out due to noise complaints or antisocial behaviour then a call out fee will be deducted from the bond payment. If noise is excessive, it may result in the function being shut down, no refund for the remainder of the booking fee paid and a loss of the bond payment.

**PARK HIRE**

Seasonal Sporting Reserve hire entitles the hirer to two training sessions (up to 2 hours in duration) and one match session per week, per team during the relevant season. Any groups found not utilising the time booked for the use of Council Facilities will lose any unused booking time and may incur a charge for unused time. Non-payment of fees, unauthorised use or misuse of facilities will jeopardise future park allocations. The council reserves the right to request additional information from clubs regarding members and game fixtures.

**PARKING**

Parking and or vehicle access onto parks is prohibited unless approved by Community Facilities. Please ensure that all car park gates are latched/locked at the end of your booking if a key has been provided to do so.

**PAYMENTS**

The hirer shall pay in full the hire fees within 30 days of rendering of an account. Non-payment by the end of this period shall void the application for hire. In the event that there is an outstanding amount at the expiration of the hire period, the hirer shall be prevented from making a casual, seasonal or annual booking unless arrangements for payment to the satisfaction of the Manager Program Services have been made prior to a booking application being submitted.

Casual Booking Applications must be completed in full, signed and returned with the Facility Hire Form to the Community Facilities Officer. Payment in full must be made 14 days prior to the event or function.

**PRE-SEASON TRAINING**

Pre-season training may only be carried out with the approval of Community Facilities who reserve the right to exclude or cancel training or competition as and when necessary. A Pre-Season Training Request Form must be submitted if you require a park for training before the commencement of your season. No large ball sports may be played on parks until cricket pitches have been covered, where applicable.

**PUBLIC LIABILITY**

Casual Function Hirer's of City Facilities have some cover of their public liability depending on the activities being undertaken. All other hirer's of the City's Reserves and groups/organisations and the like are required to hold their own Public Liability Insurance. A copy must be submitted with your booking.

**PUBLIC OPEN SPACE**

Please note that all parks are designated as Public Open Space. As such, the City of Wanneroo cannot offer any exclusive use for any booking and we cannot exclude any member of the public from entering any ground, reserve or park.

**REFUSAL**

The City of Wanneroo reserves the right to refuse to let a facility or any portion thereof without assigning any reason for refusal.

**RUBBISH**

The park should be left in a clean and tidy condition immediately after use, including the removal of rubbish, to ensure other hirers and the general public are not disadvantaged. Failure to observe this will result in the hirer being billed for additional rubbish removal.

**SEASONAL BOOKING**

Council will make parks available for organised sports under the following arrangements unless required for other purposes (e.g. regeneration). Summer Season - from second Saturday in October to last Sunday in March. Winter Season - from second Saturday in April to last Sunday in September. The City requires a two-week period between seasons to conduct ground maintenance. A copy of the relevant fixture book must be forwarded to the City's Community Facilities service unit as soon as they become available.

**SECURITY**

If a Council employee or the Security Company is called out after hours to secure a building, the user at fault will be billed the cost of the call out accordingly.

After securing and vacating the premises, keys to the facility should be returned to the keyholder immediately after the event or function.

**SEVERAL APPLICATIONS**

In the event of two (2) or more applications being received for the hire of any portion of the facility at one time and date, the City of Wanneroo may without considering priority of application, determine to which applicant the hiring shall be granted. Preference shall be given to applicants who have previously been granted seasonal use of the reserve, and whose use of the facility has been to Council's satisfaction including settlement of all relevant accounts. The next preference will be given to local sporting organisations.

**SIGNAGE**

Public guidance signage may be permitted subject to a written application submitted to Council and approval has been granted. Please refer to the City's Advertising on Public Open Space Policy prior to forwarding correspondence.

**SPECIAL CONDITIONS**

Any special conditions relating to the park will be set out on the Facility Hire Form.

**STORAGE AREAS**

All groups utilising storerooms have the responsibility to maintain the cleanliness of those storerooms and ensure they are user friendly for all user groups. The City may request removal of your equipment if this condition is not adhered to. Groups are responsible for any equipment they leave in the centres and the City of Wanneroo will not be held responsible for any damage or loss of such items. Storage is only permitted for the duration of the booking.

All club equipment and property is to be removed from the reserve or building on the completion of the seasonal hire period, unless the facility is leased by the club from Council. Clubs are not to erect or install any equipment without approval from Council.

The use of **private locks** on City Facilities is not permitted. The City will provide suitable locks for all City owned facilities including gates, storage areas and building access. If hiring groups have restricted the City's access by the use of their own private locks then the City will remove those locks without notice to the hirer in order for authorised staff to carry out their required duties.

**SUB-LETTING**

Under no circumstances may a hirer sub-let the facility to any other person or group. All bookings are restricted to the person or group that the facility is hired to. All bookings **MUST** be directed to the Community Facility Officer.

**SUBSIDISED USE**

Subsidised usage will only be provided to those groups as defined in City of Wanneroo Facility Hire & Use Policy section 2.5. Those groups will only receive subsidised use if more than 50% of their members reside within the City of Wanneroo. Groups will be asked to supply documentation to support this and may be required to complete a statutory declaration.

**WORKING WITH CHILDREN (CRIMINAL RECORD CHECKING) ACT 2004**

It is the Club's, Organisation's or Individual's responsibility to ensure that persons working with children comply with the 'Working with Children (Criminal Record Checking) Act 2004. For further information on this Act, please visit: <http://www.checkwwc.wa.gov.au/>

**WARNING**

Every hirer/person shall observe all conditions of the Local Government And Public Property Local Law 1999.