

Conditions of Hire

Casual use of Sports Reserve / Pavilion



Use of sporting reserves, pavilions and surrounds within the City of Whittlesea by casual hirers is subject to the below conditions.

Casual use of a reserve

Hirers must apply at least 14 days prior to the event using IMS Sports ground booking system which will be assessed by Council's Sports Coordination team.

The following Conditions of Hire **MUST** be adhered to whilst using the reserve; pavilion and surrounds. Any breach of these conditions may lead to the hirer not having access to for future bookings.

1. Hirers will be responsible for

- First aid equipment
- Ensuring all litter generated from use of the reserve, pavilion and surrounds is picked up and removed by the hirer. Hirers will be on-charged the cleaning costs if the reserve; pavilion and surrounds are not cleaned after use
- Reporting (as soon as possible) any damage and/or vandalism to the reserve; pavilion and surrounds. If the vandalism or damage occurs afterhours call 9217 2170.

2. Bond

A refundable bond may apply.

The bond payment must be received by Council no later than 14 days after the booking has been made. If the bond is not received by the due date the booking may be cancelled.

If hirer's breach any of their obligations under the Conditions of Hire, Council may use any amount of the bond to compensate for any loss suffered by the Council as a result of the breach.

Council will refund the bond to the hirer within 14 days of the event less any amounts required to:

- a) Repair any damage to the reserve; pavilion and surrounds which occurred whilst the hirer had access to the reserve; pavilion and surrounds regardless of how the damage occurred
- b) Clean the reserve; pavilion and surrounds or take any action to return the reserve; pavilion and surrounds to their condition prior to usage
- c) Recover any other costs incurred due to a breach of the Conditions of Hire by a hirer
- d) Recover any other monies due under these Conditions of Hire.

Council Offices
25 Ferris Boulevard
South Morang VIC 3752

Locked Bag 1
Bundoora MDC VIC 3083

Tel 03 9217 2170
Fax 03 9217 2111
TTY 133 677 (ask for 9217 2170)
Email info@whittlesea.vic.gov.au
www.whittlesea.vic.gov.au

Free Telephone Interpreter Service

عربي	9679 9871	Hrvatski	9679 9872
廣東話	9679 9857	Ελληνικά	9679 9873
Italiano	9679 9874	Türkçe	9679 9877
Македонски	9679 9875	Việt-ngữ	9679 9878
普通话	9679 9876	Other	9679 9879

3. Unauthorised use charges

Hirers that use a reserve or pavilion, without prior allocation of that reserve or pavilion from the Sports Coordination team, will be charged the applicable reserve or pavilion classification fee and further allocations of reserves or pavilions to the hirer may be cancelled.

4. Hire charge

Hirers will be charged the applicable reserve or pavilion classification fee.

5. Lighting charge

An hourly utility charge may apply, to cover the costs of the water.

6. Utility charge

An hourly utility charge may apply, to cover the costs of the water.

7. Line-marking charge

A line-marking charge may apply if applicable.

Hirer's are to give Council at least on weeks' notice if line-marking is required for a booking.

8. Cleaning charge

A cleaning charge may apply, per training session or per match.

Hirers will be on-charged further cleaning costs if the reserve, pavilion and surrounds are not cleaned after use.

9. Extras

Additional charges may apply if Council is required to complete further works for the event.

10. Payments

All hire charges and associated charges must be made to City of Whittlesea as per the Conditions of Hire associated with the event. An invoice for an event will be processed and issued the month following, the invoice will need to be paid within 4 weeks. All details on how to pay are included on the invoice.

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11. Insurance

All hirer's must hold Public Liability Insurance to a minimum of \$10 million. Evidence of the hirer's insurance policy must be provided to Council at least 14 days prior to taking over use of the facility/reserve.

Bookings will not be confirmed until this document is supplied.

12. Subletting

The hirer will not have the right to hire the reserve to a third party. The hirer is deemed the applicant and the term 'hirer' does not extend to any sporting or other organisation or individual with which the hirer may have an association.

13. Bookings

The hirer must be the person responsible for supervising the use of the facility. The hirer must sign and return the Conditions of Hire for casual hire.

The person(s) making the booking and signing the Conditions of Hire must be aged 21 years or over (Photo ID must be provided if required).

Bookings are confirmed, only when **confirmation of event** has been received.

14. Site plan

If the hirer is planning to erect, or place, any equipment on the reserve, pavilion or surrounds, the hirer is required to submit a site plan outlining the location of the equipment (e.g. marquees, rides etc...). Equipment is not permitted on the reserve, pavilion or surround unless written approval is provided by the Leisure and Community Facilities department.

15. Noise restrictions

In accordance with the EPA, noise from any musical instrument or electrical amplified sound reproducing equipment including a stereo, radio, television and public address system must not be played at the following times:

Day	Times
Monday to Thursday	Before 7am and after 10pm
Friday	Before 7am and after 11pm
Saturday and public holidays	Before 9am and after 11pm
Sunday	Before 9am and after 10pm

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16. Equipment Restrictions

No large / or heavy installations (e.g. marquees, sound system, lights etc.) are allowed to be installed in reserves for personal training sessions.

17. Cricket wicket

If the cricket wicket is uncovered (black granules removed) then football/soccer **boots with spikes** are **not permitted** on the reserve. If the cricket wicket is damaged, fines up to \$6000 may be issued by the Council to the hirer to reinstate the wicket.

18. Nets / corner posts

Hirers are to provide their own nets and corner posts. Soccer nets are to be attached with Velcro. Tape is not permitted to be used under any circumstances.

19. Cleaning of boots

There should be **NO** cleaning of boots against the pavilion, boundary fences, concrete or the reserves' infrastructure.

20. Vehicles on reserves

All vehicles must keep to entrance roads and car parks. Vehicles are not permitted to be driven on any other part of a reserve without obtaining written approval from Council's Leisure & Community Facilities department. Damage to reserves or sprinkler heads caused by vehicles used by hirers and members of their organisation will be repaired at the hirer's expense.

21. Signage

No advertising signage or promotional material is permitted to be erected on the reserve, pavilion or surrounds, without written approval from Council's Leisure and Community Facilities department.

22. Irrigation

If any damage is caused to the irrigation system, it will be repaired at the hirer's expense.

23. Alcohol

Hirers using the reserve, pavilion or surrounds, **MUST** have the appropriate liquor licence and a copy of that licence has been provided to the Sports Coordination Team if they wish to provide alcohol at the reserve, pavilion or surrounds. To apply for a liquor licence or to find out further information please visit the [Department of Justice website](#).

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24. Food

Any hirer that intends to sell food must obtain a food registration certificate for the site. It is a mandatory requirement under the Food Act 1984 that the premise, in which any person organisation which sells food, is registered with a Registration of Food Premises Certificate from the Council. A copy of that registration will need to be provided to the Sports Coordination team.

25. Smoking

Smoking is prohibited throughout the pavilion at all times. From 1 April 2014 smoking has been banned within 10 metres of outdoor sporting venues during underage sporting events and training sessions.

26. Synthetic pitches / ovals

Council's Synthetic Pitches only can be hired at the following venues outside the club's allocation times:

- **Mosaic Rec Reserve**
- **Painted Hills Reserve**
- **Harvest Home Road Reserve**
- **Hillsvie Recreation Reserve**
- **Mill Park Secondary College Multipurpose Synthetic Pitch**
- **Edgars Creek Secondary College Football/ Cricket Oval**

27. Synthetic Pitches/ Ovals -Cleaning of boots

There should be **NO** cleaning of boots against the:

- boundary fences
- concrete
- fields' infrastructure.

Even though the boot cleaners have been installed, football boots must not be put on feet until they are off the concrete pathway that surrounds the perimeter fencing of the synthetic.

This will ensure that gravel and sand are not brought onto the synthetic pitch.

28. Blades

No blades are permitted on the synthetic pitch.

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29.Repairs/damage

Hirers are required to exercise due care with all property. Hirers will be responsible for the cost of the repair of any damages sustained during use. The reserve, pavilion and surrounds will be inspected and Council will repair damages and on-charge the hirer accordingly.

30.Withdrawal

Council reserves the right to reallocate, amend or withdraw any reserve or pavilion from use for various reasons including, but not limited to: maintenance works; capital works; if the ground has been deemed unplayable (e.g. due to flooding); or if the playing surface is damaged due to overuse.

Council reserves the right to alter the allocation if there are significant changes from the original application submitted by the hirer.

31.Cancellations

Cancellations of bookings will only be accepted if 48 hours written notice is provided to Council via sportsgrounds@whittlesea.vic.gov.au

If 48 hours written notice is not provided, the fees and/or bond will be forfeited.

32.Keys/ Swipe cards

Hirer's will need to make an appointment with the Sports Coordination team in order to collect the keys. Phone 9404 8842 / 9404 8841.

Collection from

Sports Coordination team
Leisure & Community Facilities department
 Westfield Plenty Valley
 McDonalds Road, Mill Park (Melway 183 B1)
 Shop MM9, 1st Floor (above Edge Youth Services)

If a key is issued for access to facilities, and is lost by the hirer, a charge of up to \$150 may apply for the replacement of keys/locks, plus an additional penalty fee of \$50 may apply. If re-keying of the facility is required, charges of up to \$5,000 may apply.

31.Maintenance

All maintenance issues need to be emailed through to sportsmaintenance@whittlesea.vic.gov.au as soon as possible.

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32. Ground or lighting emergency after hours

In the event of a ground or lighting emergency, contact details are as follows:

Days / Times	Phone number
Monday – Thursday 8.30am – 5.00pm	Sports Coordination team on 9404 8842
Any time outside of the above listed hours	After Hours Service Number on 9217 2170

33. Personal Trainers

Please refer to separate Conditions of Hire that can be found on the City of Whittlesea Sports grounds booking page.

34. Epping Soccer Stadium Hire

For Soccer clubs interested in hiring Epping Soccer Stadium, a separate Conditions of hire can be found on the City of Whittlesea Sports grounds booking page.

35. School bookings

For more information on school bookings, a separate Conditions of hire can be found on the City of Whittlesea Sports grounds booking page.

36. Meadowglen Athletics stadium bookings

For more information on Casual, school & function bookings, a separate Conditions of hire can be found on the City of Whittlesea Meadowglen Athletics Stadium's booking page. (Refer to booking forms).

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