

Conditions of Hire

Casual use of Epping Soccer Stadium (ESS)

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; stadium 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 the use of the stadium and surrounds is picked up and removed by the hirer. Hirers will be on-charged the cleaning costs of the stadium and surrounds are not cleaned after use.
- Reporting (as soon as possible) any damage and/or vandalism to the stadium 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; stadium and surrounds which occurred whilst the hirer had access to the reserve; stadium and surrounds regardless of how the damage occurred
- b) Clean the reserve; stadium and surrounds or take any action to return the reserve; stadium 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 Ferres 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
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3. Unauthorised use fee

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

4. Hire fee

- Hirers will be charged the applicable classification fee as per Councils fees.
- A training hire fee will apply per training session which includes a total of three (3) hours on field time
- A match fee will apply per booking which includes a total of three (3) hours on field time.

5. Lighting fee

An hourly fee may apply, to cover the costs of the ground lighting.

6. Utility fee

An hourly utility fee will apply, to cover the costs of the water.

7. Line marking fee

A line-marking fee will be charged per booking (if applicable).

Hirer's are to provide Council at least **one (1) weeks' notice** if line-marking is required for a booking.

8. Nets installation and removal fee

A net installation and removal fee will be charged per booking (if applicable).

Hirer's are to provide Council at least **one (1) weeks' notice** if line-marking is required for a booking.

9. Cleaning fee

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

Council staff will undertake an inspection following the use of the stadium and should the stadium not be cleaned to Council's specifications, the hirer will be charged an additional cleaning fee of up to \$2,000 per booking.

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10. Additional fees

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

11. Payment

All hire fees and associated fees 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 four (4) weeks. All details on how to pay are included on the invoice.

12. Bookings

- The hirer must be the person responsible for supervising the use of the stadium.
- The hirer must sign and return the Conditions of Hire for casual use of Epping Soccer Stadium.
- 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 requested)
- Bookings are confirmed, only when confirmation of event has been received by the hirer via IMS booking system.

13. Evidence of incorporation

ESS will only be hired to a team that can provide evidence that it is part of an incorporated sporting club.

14. Insurance

Hirers will be required to produce a current certificate of currency, detailing their 'Public Liability Insurance' to the amount of \$10 million for the proposed event in the IMS casual booking application.

Bookings will not be confirmed until this document is supplied.

15. Usage times

The following times apply for match day bookings:

Day	Time
Monday to Thursday	8am until 10pm
Friday and Saturday	8am until 11pm
Sunday	9am until 10pm

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16.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	Time
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

17.Lighting restrictions

The pavilion and floodlighting may operate for Council allocated sporting club activities only between the hours of:

Pavilion	
Monday – Thursday	8am – 10pm
Friday – Saturday	8am – 11pm
Sunday	9am – 10pm

Floodlighting	
Monday – Thursday	8am – 10pm
Friday – Saturday	8am – 11pm
Sunday	9am – 10pm

18.Subletting

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

Subletting of the kiosk is allowable following written approval of the Director Community Services (see **19. Kiosk and catering**).

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19. Kiosk and catering

The hire of the Stadium includes the use of the kiosk and bar area. The hirer is responsible for providing appropriately trained and authorised staff and stock to operate these facilities.

In the case of 'marquee' games, should the hirer be unable to provide catering, they may choose to request that Council provides catering, or alternatively sublet the use of the kiosk and bar with the written permission of the Director Community Services.

Any hirer is required to have the appropriate food act permits and liquor license.

20. Car park and venue gates

All car park and venue gates must be locked after the completion of the training session or match day event.

Roads	Notes
Harvest Home Road	The current 'No Stopping' restrictions will apply.
Epping Road	no stopping or parking along both the West and East sides of the road from Lyndarum Drive and Hayston Boulevard to approximately 100m to the north of Harvest Home Road.

Please note: Any vehicle observed in breach of the parking restrictions on the day of the event will receive an infringement.

21. Parking Fees

All car parking and gate fee charges are to be in-line with Football Federation Victoria Guidelines:

- A car parking fee at Premier League matches not exceeding \$3.00
- No club may charge for car parking at any other match.

22. Security

A minimum of five (5) Security guards are to be provided by the hirer to assist in crowd control on game days.

Please note: It is the hirer's responsibility to maintain security at all times (including any post game celebrations) and the future ability to hire may be effected by this.

23. Marshals

Hirers are required to provide their own marshals per booking.

24. Bins

At the conclusion of the matches, all bins used must be placed at the rear of the venue (in the bin cage located in front of the loading bay)

25. Cleaning and Amenities

- Hirers must supply their own toilet paper
- On completion of use, the sporting amenities must be left clean
- Hirers are required to bring their own broom/mop to sweep the area out
- Hirers are to ensure that the playing surface, stadium, car park and surrounds are left clean and tidy at the completion of each session
- Additional fees will be charged if the facilities are not cleaned after use and require cleaning by Council.

26. Site Plan

If the hirer is planning to erect, or place, any equipment on the playing surface, 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 playing surface unless written approval is provided by the Leisure and Community Facilities department.

27. Cleaning of Boots

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

- stadium infrastructure
- boundary fences
- concrete.

28. Vehicles

All vehicles must keep to entrance roads and car parks. Vehicles are not permitted to be driven on any other part of the playing surface or surrounds without obtaining written approval from Council's Leisure and Community Facilities department.

Damage to playing surface or sprinkler heads caused by vehicles used by hirers will be repaired at the hirer's expense.

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29. Advertising/Signage

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

30. Irrigation

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

31. Alcohol

Hirers using the stadium 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 stadium or surrounds. To apply for a liquor licence or to find out further information please visit the [Victorian Commission for Gambling and Liquor Regulation](http://www.victoriancommissionforliquor.com.au) website.

32. 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.

33. Smoking

Smoking is prohibited throughout the stadium at all times.

From 1 April 2014 smoking has been banned within ten (10) metres of outdoor sporting venues during underage sporting events and training sessions.

34. 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 stadium and surrounds will be inspected, and Council will repair damages and on-charge the hirer accordingly.

35. Withdrawal

Council reserves the right to reallocate, amend or withdraw the stadium from use for various reasons including, but not limited to:

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- maintenance works
- capital works
- if the reserve has been deemed unplayable (e.g. due to flooding)
- 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.

36.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.

37.Keys

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 and 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 stadium is required, charges of up to \$5,000 may apply.

38.Maintenance

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

39.Ground or lighting emergency after hours

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

Day	Phone number
Monday – Friday 8.30am – 5.00pm	Sports Coordination Team on 9404 8842

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Day	Phone number
Any time outside of the above listed hours	After Hours Service Number on 9217 2170

All hirers are required to abide by the following conditions when using the bar/canteen and kitchen

Appliances	Maintenance
Stock	Hirers are to supply their own stock and remove this stock after each booking session
Equipment	Hirers are not to remove any equipment from the bar/canteen or kitchen, if equipment is removed replacement costs will be met by the hirer
Coffee Machine	Coffee machine must be cleaned after each session (please refer to laminated cleaning instructions located next to the coffee machine)
Fridges	All fridges must be emptied and wiped down after each session
Benches	All bench tops are to be cleaned at end of session
Bain Marie	The Bain Marie must be emptied and cleaned after each session (please refer to laminated cleaning instructions located next to the Bain Marie).
Deep Fryer	The deep fryer must be emptied and cleaned after each session, please note that hirers must supply their own Canola Oil for the deep fryer (please refer to laminated cleaning instructions located next to deep fryer).
Floors	Floors are to be swept and mopped after each session
Markers	Permanent markers are not to be used to write on glass panels or fridges. Flyers and posters are only to be put up using Blu Tac and not with sticky tape

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Equipment list

Bar/Canteen	Kitchen	Others
2x Fridges	1x Fridge	*Scoreboard box
1x Coffee Machine	1x Bain Marie	Nets
2x Coffee Handles	1x Deep Fryer	Poles
1x Oven with stove top	6x Bain Marie trays	PA System - not including microphone
	2x Deep fryer baskets	Bin liners
		2x mops
		Dust pan and brush
		Squeegee
		Hose
		Bucket
		Rake

***Please Note:** Hirers will be required to complete an acceptance responsibility form on collection. Council reserves the right to recover the cost of damage or replacement of up to \$600.

Agreement

I, _____ of the above-named organisation, undertake responsibility for submitting the application. I also acknowledge that I have received and signed a copy of the Conditions of Hire for Epping Soccer Stadium and undertake to comply in all respects with the conditions should this application be successful.

Signed: _____ Position: _____ Date: _____