

**SPORTS GROUND – CONDITIONS OF HIRE**

**1) Application procedures for hire**

Application for the use of sports grounds will only be considered upon receipt of a completed application form via Council's website on-line application form.

To ensure all Council's records are correct, please notify Council's Sport, Recreation and Leisure of any changes you may make to your application/booking.

Presentation days and any additional representative fixtures are to be booked separately.

Seasonal dates are determined annually by Council.

**2) Fees and charges**

Casual hirers are to ensure that the sports ground hire fee is finalised before date of use.

Seasonal hirers are to ensure that sports ground hire fees as well as flood lighting accounts are finalised by the due date.

The charging of entrance fees either for persons or vehicles cannot be undertaken without first obtaining Council's approval.

Fees are reviewed annually and revised fees take effect for applications dated after 1 July each year.

A full copy of Campbelltown City Council's fees and charges are found on the Campbelltown City Council website.

**3) Public Liability and other insurances**

In accordance with Council's policy on the hire of playing fields, the hirer is requested to provide a copy of their current Public Liability Policy or Certificate of Currency for the hire period prior to usage. The cover is required to be for a minimum of twenty million dollars (\$20,000,000).

The hirer shall deliver and/or email to Campbelltown City Council a copy of the policy and current certificates of insurance 10 working days prior to the date of use or will result in a cancellation of the booking.

Council reserves the right to request higher public liability coverage and other insurance coverage for major events.

Council must be advised of any incident or circumstance that may give rise to a claim.

**4) Key allocation, access & security**

No clubs will be permitted to fit their own security locks or systems, only Council's locking system may be used.

All hirers will be required to submit an online key request form, at least 5 working days prior to event

date.

All details relevant to the request for key/s must be completed.

Once the key request form has been assessed and if approval is granted, the approved key holder will be contacted by telephone on the contact number provided on the form, and advised/ requested to collect and sign for the key/s.

Keys must be picked up from the Customer Service Desk, Ground Floor Campbelltown City Council's Administration Building on the corner of Queen and Broughton Streets, Campbelltown.

A refundable bond of \$100.00 per key per person is payable to Council prior to issuing keys.

The club president is the only person permitted to hold keys to the facilities in the off-season.

Clubs with Council's monitored alarm systems should ensure that facilities are armed after use. Failure to do so will result in an after-hours security callout fee being charged to the club for the building to be armed. See Council's annual fees and charges for the current rate.

## 5) Cleaning

The hirer is to ensure that the ground is left in a clean and tidy condition at the end of each use.

Casual/school hirers are to ensure that all rubbish is placed in plastic bags on the day and **removed from the sports grounds**. Plastic bags are available from Council on request. Failure to remove rubbish from the sports grounds could mean that casual/ school hirers may be charged for additional cleaning costs.

Seasonal hirers are to ensure that all rubbish is placed in plastic bags on the day and left in the men's toilets/change rooms for rubbish collection.

All buildings must be maintained in a clean and tidy condition at all times.

## 6) Smoking

Smoking is banned from all spectator areas at sports grounds and other recreational areas when they are being used for an organised sporting event. The law applies to games and training, covered and uncovered spectator areas and whether there is seating or not. For more information go to <http://www.health.nsw.gov.au/tobacco/Pages/smokefree-legislation.aspx>

## 7) Ground Closures / wet weather

For ground closures due to wet weather the following will apply:

- On weekdays Council may determine whether playing fields are to be closed for training and or competition.
- All hirers should use their discretion as to the individual grounds' suitability for use with regards to safety, possible damage and ensuring that the fields are in the best condition possible. Hirers are required to conduct an inspection of the facility and surface to ensure it is safe for their intended use.
- During weekends and public holidays, the hiring club will be required to make the decision to close any playing field it considers unfit for use. If play on a field causes damage, the club or association will be liable for the cost to repair the playing field.
- If a club decides to close the ground to its members for training and competition, Council's Sport, Recreation and Leisure section must be informed. It should be noted that schools are still able to use playing fields if Council has not closed the ground.

- Where extended periods of wet weather occur, Council has the right to close playing fields for training and/or competition.
- Any hirers using playing fields whilst closed will be liable for the full cost of repairs and may forfeit its hire rights.
- For updates on ground closures please refer to the Campbelltown City Council website, updates will also be posted on the Campbelltown City Council Sport and Recreation Facebook page.

### **8) Floodlighting**

The cost of floodlighting will be charged on a user pay basis.

All seasonal hirers shall pay for floodlighting used for training or competition at the field allocated to them. All clubs will be billed through Council's Sundry Debtors Account.

Where arrangements have been made for seasonal hirers to be billed directly by Origin Energy, all accounts should be paid promptly to ensure continuation of supply. Council will not be responsible to pay for any reconnection fee.

### **9) Noise management**

Noise is to be controlled by the hirer and is not to impact on nearby residents.

Large sound systems (including P/A systems) and other activities that generate excessive noise will require prior approval from Council. No excessive noise is permitted before 9am.

### **11) Temporary shade structures and gazebos**

The installation of temporary shade structures must be approved by Council. Due to irrigation requirements, Council requests that no tent pegs are to be used for this purpose.

### **12) Maintenance**

Council's maintenance on playing fields such as mowing and floodlight repairs may be affected due to rain.

Graffiti hits will need to be reported to Council to ensure it can be removed.

Line marking of fields will be undertaken by clubs. Council will peg out new fields or when fields have been upgraded, but will not provide line marking except for periodic painting of sealed netball courts.

Council has the right to carry out any maintenance to fields and amenities when required.

Building maintenance should be reported to Council's Sport, Recreation and Leisure section.

Council will program pest control and provide additional services upon request.

### **13) Sub-Letting**

To protect playing surfaces, clubs are not allowed to sub-let a playing field to another club or group.

Grounds that are overused may be withdrawn from use.

Use of playing fields is not allowed outside the times and days nominated by the hirer.

Council retains the right to hire playing fields outside times and days nominated by the hirer.

#### **14) Storage**

Sporting equipment and or canteen goods may be stored in appropriate storage areas subject to the following:

- Storage use can only be during the period of actual hire and must be removed during periods of inactivity (end of season, over holiday periods), except where properly constructed storage rooms/buildings are provided for use of specific clubs.
- Canteen goods should not be stored for any length of time, to deter vandalism and theft.
- Council accepts no responsibility for club equipment or goods stored in Council amenities.
- Council reserves the right to request the removal of equipment or goods that may be a fire hazard.
- Buildings must be secured when not being used. Safe custody of keys is the responsibility of the hirer and all keys must be returned to Council at the end of the season.

#### **15) Parking**

The hirer is to ensure that vehicles do not access the playing fields or its surrounds.

All vehicles will be parked within the areas provided for that purpose. Club officials will control parking to ensure no incidents occur that may lead to damage of Council or personal property.

#### **16) Council permits**

The following activities should not take place without obtaining written permission from Council. Some activities may require the lodgement of a development application to Council's Planning and Environment Department:

- Charging of entrance fees either for persons or vehicles. Permits will only be given where the club can demonstrate its ability to control entrance to the ground and comply with Council conditions.
- Advertisements and signs should not be erected unless they comply with Council's advertising code. No alcohol or tobacco products can be advertised.
- Use of loud speakers.
- Amusement devices including rides, inflatables and the like must be operated by operators who have appropriate licenses and public liability insurance cover, a copy of which must be provided to Council before using the amusement devices.
- Fireworks display.
- Erection of temporary building or shelter, e.g. tent, food stalls.
- Mobile sales vans at major sporting events. Clubs must adhere to Council's Trading in Public Places Policy 3.305, which requests that applications be made in writing stating the details of the applicant, the purpose for which the trading is required, the type of articles to be sold, the day, date and times that trading is proposed; and location in which trading is proposed to be conducted. Council will assess each application and provide notification. These vans will not be considered for regular weekly club competition.
- Portaloos.

#### **17) Alcohol**

Sale and consumption of alcohol at Council Sports Grounds may only be permitted at senior events with written approval from Council subject to the following:

- Adherence to all Liquor Licensing laws including:

- A permit for the sale of alcohol being obtained from the appropriate authority and sold at a separate outlet point than other goods.
- Minors not being permitted to buy or consume alcohol while on Council property.
- Adequate measures being taken by the club to control behaviour of members and spectators.
- Recognition of Council's Alcohol Free Zones.
- Glass bottles are not permitted at any facility.
- Sale and consumption of alcohol at sporting grounds must also be approved and signed off by the association.

### **18) Dogs on leashes**

It is a condition of hire and use of the sports grounds that all hirers and users continuously comply with the requirements of the Companion Animals Act 1998. As stated in the act, a dog that is in a public place must be under the effective control of some competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person. If the owner is not present at the time of the offence and another person who is of or above the age of 16 years is in charge of the dog at that time-that other person is guilty of an offence.

### **19) Sports ground improvements**

If hirers want improvements to sporting grounds including applying for grants, they are to first contact Council for approval as part of the condition of hire.