

CAMPBELLTOWN ATHLETICS CENTRE – CONDITIONS OF HIRE

1. Application procedures for hire

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

School bookings open 1 May each year for the following year. For example school wishing to booking facility in 2012, can do so from 1 May 2011.

2. Application for private use including coaching access to Athletics Centre

Coaches receiving payment of any amount for services offered are considered by Council as a professional service provider.

Professional service providers and the clients of professional service providers are considered to fall outside the regular entry fee structure for use of Campbelltown Athletics Centre.

Coaches seeking access to the Athletics Centre for this purpose, will be required to apply to Council.

3. Allocation of exclusive use

Whilst there is no set minimum number of people required to gain an exclusive booking, the decision to grant exclusive use will be determined by Council.

4. Back up dates

As demand for the Athletic Centre is high and the facility provides all weather opportunities for athletics, back up dates will be subject to availability. Bookings will take priority over back up dates unless special arrangements have been made with Council.

5. Fees and charges

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

6. 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 ten million dollars (\$10, 000, 000)

The hirer shall deliver to Campbelltown City Council a copy of the policy and current certificates of insurance 3 weeks prior to the date of use or cancellation of the booking may result.

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

7. Cleaning and damage bond:

A refundable cleaning and damage deposit needs to be lodged with Council 21 days prior to the

requested date. An inspection of the facility on completion of the event will be undertaken by a Council representative to assess the following:

- (i) The facility has been left in a clean and tidy condition
- (ii) No damage has been caused to the facility or equipment
- (iii) All the conditions had been adhered to

Council reserves the right to adjust the cleaning and damage bond in response to booking requirements. The hirer is responsible for damage and cleaning cost exceeding the cleaning and damage bond.

8. Cancellation of bookings

Please note that your booking fee is non-refundable for cancellation by the hirer. Council reserves the right to cancel bookings due to:

- (i) If Council considers it to be unsafe or if maintenance is required
- (ii) Breach of the terms and conditions as set down in this document

In the event of inclement weather Council must be advised of cancellation or postponement of the event prior to 8.00am on the event day. In this instance, a back up date will be considered subject to availability. Please beware that for school bookings it is unlikely that a free date will be available for use due to the high demand on the facility between May and September.

9. Termination of booking

Council may terminate a booking at any time if the hirer fails to comply with any of the terms and conditions.

10. Payment of hire fees

The following payment structure is a requirement for the use of this facility.

- (i) Non-refundable deposit to be paid upon booking the facility
- (ii) Rubbish and Damage bond to be paid 21 days prior to the event
- (iii) Council will issue an invoice for hire on completion of the event
- (iv) For school bookings the total number of students attending is to be reported to Council using within 7 days of the event or maximum charges will apply

Please note that payment for the hire of athletics equipment is to be organised through the Campbelltown UWS Collegians' Athletics Club Inc.

11. Emergency management

It is the responsibility of the hirer to ensure that they are familiar with Campbelltown Athletics Centre's emergency procedures. All hirers must appoint a person in charge (Chief Warden) to instigate emergency procedures and to liaise with Emergency Services and Council. Emergency management tools including information cards and warden backpacks are available. The grassed infield of the football field is the emergency evacuation point for the Athletics Centre.

12. Sub-Letting

The facility must not be sub-let, transferred or re-assigned to any other organisation or individual. The hirer is requested to notify Council immediately of any unauthorised user present during their booking period.

13. Smoking

Campbelltown Sports Stadium is a no smoking facility with the exception of a number of designated smoking areas. Smoking is only permitted in these identified designated smoking areas.

14. Accident/incident reporting

The hirer shall provide Council with written details of any accident or incident within 24 hours of the incident.

15. Pre-event inspections

Arrangements can be made to inspect the facility prior to use by contacting Council on (02) 4645 4358 during office hours (Monday-Friday 8.30am – 4. 30pm)

16. Hours of operation

The Campbelltown Athletics Centre can be accessed for events during the following times:

Monday to Sunday 7.00 am to 11.00 pm

Out of hours access for the purpose of setting up or dismantling can be arranged by contacting Council.

17. Access to the athletics track and track care

Competitors and officials are the sole persons permitted within the Athletics Centre field of play. Spectators are not permitted within the Athletics Centre perimeter fencing.

The Athletics Centre's synthetic surface is susceptible to damage and care is required when moving equipment.

To preserve the athletics track surface particular care should be taken when transporting and setting up hurdles and high jump equipment. Tables, chairs or other equipment other than approved athletics equipment are not permitted on the track surface.

18. Steeple chase

Hirers requiring the use of the steeplechase must allow 1 hour to fill the pit and must open valve before leaving to ensure that the steeplechase pit has completely drained.

19. Food on the track

Food, lollies, gum, or drinks other than water are not permitted within the Athletics Centre perimeter fencing. Water is permitted in unbreakable containers.

20. Footwear

It is essential that athletes wearing spiked footwear adhere to the recommended spike length. The maximum spike length is 7mm. (Note a spike length of 9mm is allowed for the javelin, long and high jump areas only).

It is the hirer's responsibility to appoint an official to examine the quality and length of spikes worn by

competitors. Announcements should be made to competitors with spikes to report to this official.

Rubber soled running shoes are acceptable.

21. Starting blocks

Starting blocks are to be used by all athletes using spiked footwear in all athletic track events, up to and including 400 metres and 4 x 100 relays.

All starting blocks used, must be fitted with 9mm spikes as required on the track.

Hirers are requested to provide an official to monitor the installation and movement of starting blocks at the start of sprint tracks, and 200 and 400 metres start areas.

22. Removal of aluminium running rail from the athletics track

Where hirers require the removal of the inner running rail, Stadium ground staff or an approved Council representative shall supervise removal.

23. Athletes equipment

Athletics equipment is available for hire from the resident Athletics Club, further information on equipment and the rates of hire is available from Campbelltown UWS Collegians Athletics Club.

For school carnivals, access, setting up and putting away of equipment is organised through the Campbelltown UWS Collegians' Athletics Club and the school will be invoiced at the completion of the carnival by the club for this service.

Failure to make payment for this service may affect future hire of Campbelltown Athletics Centre.

24. Rubbish management

The Campbelltown Athletics Centre is to be left in a clean and tidy condition. Garbage is to be placed in the bins available. Excess garbage is to be placed in industrial garbage bins provided. The cost of any excessive cleaning and garbage collection will be charged to the hirer.

The following items are not permitted:

- Glass,
- Feathers
- Streamers
- Balloons
- Confetti
- Rices and food products

It is recommended that each hirer appoint an official with overall responsibility for the management of rubbish disposal during hire.

It is requested that an identified contact person introduce themselves to the grounds people and inspect the facility before the commencement of the event and again after the completion of the event to identify any possible changes, whilst also ensuring the ground is in mutually satisfactory condition.

25. Lighting

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

26. Noise management

Noise is to be controlled by the hirer and is not to impact on nearby residents. Large sound systems and other activities that generate excessive noise will require prior approval from Council.

Those undertaking the ground announcements must be mindful of nearby residents and ensure that normal voice projection is only used. The public address system is to be used for marshalling and important announcements only. Event commentary is not permitted without prior approval from Council. The public address system is set to an acceptable noise level. Any changes required to the public address system are to be made by the Council staff or the Campbelltown UWS Collegians' representatives on-site.

27. Temporary shade structures and gazebos

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

Shade structures and gazebos must be erected to manufacturer's instructions and must be taken down immediately in windy conditions.

28. Reporting damage

Any facility damage shall be reported immediately to Council staff.

The cost of restoring the playing field or facilities shall be charged to the hirer.

29. Vehicle access to Campbelltown Athletics Centre

Parking is permitted in allocated parking areas only. Vehicles shall not be permitted within the Campbelltown Athletics Centre without prior approval from Council.

No cars are permitted on the grassed areas including the grassed in-field.

30. Additional toilets

Council can arrange the provision of additional toilets at the hirer's cost.

31. Catering and alcohol

No outside catering including alcohol is permitted to be brought into Campbelltown Athletics Centre.

32. Tents and temporary structures

The hirer shall not erect or alter any structures on the premises without the prior consent of Council. The cost of restoring damage to the facility resulting from the erection of temporary structures will be charged to the hirer.

In the event of wind, temporary gazebo structures must be dismantled.

33. Graffiti

The removal of any graffiti that is found at the facility during or after the hirer will be charged to the hirer.

34. Animals

With the exception of official assistance animals, animals are not permitted within the facility without prior approval from Council.

35. First aid

Access to the First Aid room is available to the hirer, upon request.

It is the responsibility of all hirer's to provide suitable first aid service and first aid equipment.

All major accidents or incidents should be reported to the Council's Stadia Coordinator with a written report within 24 hours of the incident.

36. Signage

Event organisers will be permitted to display sponsorship signage and displays on the day of the event with prior approval from Council.

37. Supervision

An adequate number of supervisors shall be provided to supervise children and ensure the compliance with the Terms and Conditions of Hire.

Athletes and school students are not permitted to enter the areas of play, until it is necessary for them to compete in an event.

38. Campbelltown Football Stadium

Unless prior arrangements are made with Council, all areas within the Campbelltown Football Stadium are out of bounds. This includes all grandstands, grassed spectator hills, all seating areas and the grassed field of play.

39. Bikes, roller blades, scooters, balls and skateboards

Bikes, scooters, skateboards, balls, roller blades are not permitted within Campbelltown Athletics Centre or the immediate surrounds.

40. Bus access

There are two options for access to the Campbelltown Athletics Centre.

Pembroke Road pedestrian access. Buses are permitted to drop off students adjacent to the Pembroke Road access gate within the bus stop zone.

Leumeah Road car park pedestrian access. Buses are permitted to drop off students in the Leumeah Station commuter car park.

41. Ambulance access

Emergency access needs to be maintained to the Campbelltown Athletics Centre. No spectators, vehicles or equipment should be obstructing any emergency access point.

42. Liability

Council will not be liable for any loss or damage sustained by the hirer or any person's, firm or corporation entrusted to supply any article or thing to the hirer. The hirer agrees to indemnify the council against any claim by any such person, firm or corporation in respect to such article or thing.

43. Additional terms and conditions

All terms and conditions of entry to Campbelltown Sports Stadium apply to all visitors to Campbelltown Athletics Centre.

Depending on the event, additional Terms and Conditions may apply.