

# Casual Hire of Parks and Sportsgrounds

## GUIDELINES TO TERMS AND CONDITIONS

Strathfield Council has a wide variety of facilities available for sporting, social/recreational and leisure uses. Council encourages all members of the community to pursue an active and healthy lifestyle and enjoy Strathfield parks and facilities. Informal use of parks does not generally require approval from Council, however on occasion, groups may wish to hire a section of a park or a facility for a formal sporting event, private function or social gathering.

Council allows casual bookings of specific parks and facilities. This guideline is designed to provide information on booking facilities with Strathfield Council. The categories, in which facilities can be privately hired on a casual basis, include:

Type of Hire	Relevant Application Form
Formal Sports Hire	Casual Hire of Sportsfields Form
Social/Recreational Hire	Casual Hire Recreational Areas Form
Large Events Hire	Large Event Hire Form
Court/Facility Hire	Casual Hire Court Form

If you wish to operate an amusement device, you will need to complete the Application to Operate an Amusement Device Form.

Forms are available on Council's website [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au) or from Council's Customer Service Centre at 65 Homebush Road Strathfield or Strathfield Library, 65-67 Rochester St Homebush.

### Application and Approval procedures

Applications to book parks and facilities require:

- Completion and lodgement of the relevant application form, attaching any relevant material.
- Do not attach payment with applications. Council will assess your application and contact you regarding outcome of assessment.
- Do not proceed with activities until either in possession of Council approval and receipt of payment.
- Please allow ten (10) working days for application process. Large events have a separate application process and may take longer.
- Applications can be lodged with Council by mail, in person, by fax or email. Council contact information is below:

**Mail**  
Parks Hire  
Strathfield Municipal Council  
PO Box 120  
STRATHFIELD NSW 2135

**In Person**  
Customer Service  
65 Homebush Road  
Strathfield  
Mon-Fri 8.30am-4.30pm

**Phone** 9748 9999  
**Fax** 9748 9914  
**Website** [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au)  
**Email** [council@strathfield.nsw.gov.au](mailto:council@strathfield.nsw.gov.au)

## Formal Sports Grounds

Formal sportsgrounds in the Strathfield Local Government, which are available for casual hire, include:

- Airey Park, Homebush
- Strathfield Park, Strathfield
- Hudson Park Oval, Strathfield
- Mason Park, Homebush
- Begnell Field, Belfield
- Bark Huts Reserve, Belfield
- Cooke Park, Belfield

Council's website [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au) has maps of parks facilities, which show the location of sportsgrounds and amenities.

### Requirements for approved use

- Council approval is required for organised sports and recreational events held in Council's parks and sportsgrounds.
- Additional approvals may be required for use of a building or erection of temporary structures such as marques and banners, parking plans, first aid planning, placing of waste containers or portable toilets and use of equipment producing heat, sound or light eg public address systems, speakers or lighting at night functions.
- Clubs and organisations are required to provide public liability insurance.
- Hirers are responsible for checking that the facility is safe and appropriate to use prior to each use for the particular activity.
- Use of Amusement Devices requires separate approval. Applications should be made on *Council's Amusement Device Application Form*.

### Costs of Hire

- Hire costs are determined by Council's Fees and Charges, which is an appendix to Council's Management Plan and reviewed on an annual basis.
- Typical costs of hire of sportsgrounds include:
  - Facility hire fees
  - Bonds – manage your own waste (refundable)
  - Toilet – Bond for key (refundable)
- Additional costs may be incurred for line marking and night lights as well as use of marques or amusement devices.

### Application Forms

- Use Council's Casual Hire of Parks and Sportsgrounds Form.
- Applications for Use or Operation of Amusement Devices should be made on Council's Amusement Device Application Form.

## Social/Recreational Bookings

Designated social/recreational parks or areas within major parks in the Strathfield Local Government, which are available for casual hire, include:

- Airey Park Recreation Area

- Ford Park
- Freshwater Park

Strathfield Square in the Strathfield Town Centre can be hired but with limited conditions. Please contact Council directly for terms and conditions of hire of Strathfield Square.

The Rotunda in Strathfield Park can be hired but with special conditions. Please contact Council directly for terms, conditions and cost of hire.

Council's website [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au) has maps of parks facilities, which outline the location of recreation areas.

### **Requirements for approved use**

#### **1. Social gatherings**

Council advises that groups should book social/recreational areas if they wish to secure the use of the park or facility on a particular date or time. Council can not guarantee that the social/recreational area or park will be available unless a booking has been made. Please contact Council on 9748999 (business hours and after hours) should a conflict in use of facility arise.

You are not required to contact Council or seek permission for using parks for informal recreation, unless it is formal organised and involves 50 or more people.

If you are planning an event of less than 50 people and want to ensure the facility is available to your group, Council's advice is to make a booking.

*Applications should be made on Council's Casual Hire of Social/Recreational Facilities Form.*

#### **2. Events**

These events require Council approval:

- meetings/gatherings or religious services involving 50 or more people
- wedding ceremonies and parties
- corporate promotions, product sales and charity collections.

Events of a social or recreational nature may also involve use of a building or erection of temporary structures for public entertainment such as marques and banners, operating amusement devices including merry-go-rounds and jumping castles, placing of waste containers or portable toilets and use of equipment producing heat, sound or light eg public address systems, speakers or lighting at night functions.

### **Costs**

- Hire costs are determined by Council's Fees and Charges, which is an appendix to Council's Management Plan and reviewed on an annual basis.
- Typical costs of hire of sportsgrounds include:
  - Recreation Fee (this is based on the number of participants)
  - Bonds – manage your own waste (refundable)
  - Toilet – Bond for key (refundable)
- Additional costs may be incurred for use of lights, marquees or amusement devices.

### **Forms**

- Use Council's *Casual Hire of Social/Recreational Areas Form*.

- Applications for Use or Operation of Amusement Devices require on Council's *Amusement Device Application Form*.

### Large Events Hire

Large events involve 500 or more people with limits of 2000-3000 people. Only the following parks are considered suitable for holding large events.

- Elliott Reserve
- Strathfield Park
- Mason Park
- Airey Park
- Cooke Park
- Bark Huts

Council has developed a Large Events policy, which is available from Council's Recreation Planner on 9748 9957. The Policy provides a detailed guide to applying to hold a large event.

### Costs

- Hire costs are determined by Council's Fees and Charges, which is an appendix to Council's Management Plan and reviewed on an annual basis.
- Typical costs of hire of sportsgrounds include:
  - Specific event fees or Recreation Fee outlined in Fees and Charges
  - Bonds – manage your own waste (refundable)
  - Toilet – Bond for key (refundable)
- Additional costs may be incurred for use of lights, marquees or amusement devices.

### Forms

- Use Council's *Large Events Application Form*.
- Applications for Use or Operation of Amusement Devices should be made on Council's *Amusement Device Application Form*.

### Court/Facility Hire

Courts/Facilities in the Strathfield Local Government, which are available for casual hire, include:

- Strathfield Park – hard-court suitable for netball and basketball courts (2)
- Airey Park – cricket practice wickets (5)
- Bark Huts Reserve – hard-court suitable for basketball or netball (1)

There are other facilities such as cricket practice wicket at Ford Park and grass netball courts at Fitzgerald Park, which are not available for hire. Facilities are available to the community on a "first come, first served" basis.

### Requirements for approved use

Council approval is required for organised formal games or commercial use (eg coaching clinics) of Council's courts and cricket practice wickets. Approved bookings ensure that the facility is available at the date and time you require its' availability.

- Hire costs are determined by Council's Fees and Charges, which is an appendix to Council's Management Plan and reviewed on an annual basis.
- Typical costs of hire of courts involve specific court hire fees.

- Additional costs may be incurred for use of night lights.

**Form**

- Use Council's Casual Hire of Courts/Facilities Form.

**Why you are advised to make bookings**

Strathfield Council provides and maintains parks and facilities for use of the community. Generally, informal use of parks and facilities by individuals and small groups do not generally require approval.

However, if you wish to run an organised event such as a sporting event or a social/recreational gathering of 50 or more people, you must apply to Council for approval and pay the required fees.

Approved bookings guarantees that facilities will be available to the hirer at the times approved by Council and the facility will not be used by other groups or organisations. Please contact Council on 9748999 (business hours and after hours) should a conflict in use of facility arise.

Users of Council parks and facilities can be asked to produce 'on the spot' proof of booking and payment by Council Rangers and authorised Council Staff.

Organised events must carry public liability insurance to ensure that event promoters and participants are protected against loss, particularly in cases of accident. It is important that all events are organised and managed to comply with OH&S and (where relevant) Standard Operating Procedures (SOP).

Council requires that all waste generated from all events is properly managed. Illegal rubbish dumping and littering may incur penalties.

If you wish to use amusement devices or marquees, you must obtain Council permission.

**Additional booking requirements****Insurance**

Large events and formal sporting events must provide to Council a copy of current public liability insurance of minimum \$10 million.

**Amusement Devices**

Approval is required to operate amusement devices such as jumping castles, merry go round etc. Amusement devices can be dangerous and approval is only granted to licenced operators. Under no circumstances, are amusement devices to be operated by a non-licenced operator or to be set up in Council's parks without permission.

If you intend to use a amusement device, you must submit a proposed site plan with your application form. Council recommends that you use the relevant map of park facilities which are available from Council's website or Customer Service Centre.

**Marquee**

Marquees must be approved and only allowed in certain areas, due to conflict with irrigation systems and electrical wiring. Council prefers marquees to be installed without pegs. If you intend to use a marquee, you must submit a proposed site plan with your application form. Council recommends that you use the relevant map of park facilities which are available from Council's website or Customer Service Centre.

**Noise Generating Activities**

Many parks are located close to residential areas and therefore noise generated from an event must be assessed. If you intend to use electronic equipment that generates noise eg public address system, you must gain approval from Council. If you intend to use a noise generating device, you must submit a proposed site plan with your application form. Council recommends that you use the relevant map of park facilities which are available from Council's website or Customer Service Centre.

### **Waste Management Procedures**

Hirers are responsible for managing waste generated from their event. There are two options for waste management.

1. Hirers can manage their own waste and pay a refundable bond to Council, or:
2. Hirers can request Council to provide additional waste bins for a fee

Strathfield Council supports minimising waste and encourages all hirers when planning their event to think about ways to minimise waste. As example: recycling bottles and cans, use refillable sports bottles, take waste home and use reusable food containers.

### **First Aid Procedures**

Event organisers should ensure they are familiar with first aid procedures, particularly for formal sporting events.

### **Toilet Facilities**

Though many parks contain public toilets, they may not be open for the full duration of the event. Toilets are opened and closed on a daily basis. Therefore, Council recommends that if you require access to park public toilets, you obtain a key and pay a refundable bond. Hirers may also consider hiring portable toilets for a larger event.

### **Parking arrangements**

Most parks have limited parking. Where possible, organise public transport or car sharing to minimise parking requirements.

## **Fees and Cancellations**

Fees and charges for hiring Strathfield Council facilities are determined on an annual basis and are contained in Council's Fees and Charges Schedule. This is available on Council's website or by contacting Council's Customer Service.

Should your booking not be utilised for any reason, an application of a refund or a deferment of the booking must be made within 14 days of hire or no refund will be paid.

There will be a cancellation fee. This will be charged where Council determines bookings were cancelled due to unavoidable weather conditions. If rain interferes with the booking and no other date is suitable for hire there will be an administration fee charged.

- If the full booking cost is over \$100, the cancellation fee is \$50.00
- If the full booking cost is under \$100, the cancellation fee is \$20.00

## **General Terms and Conditions**

Signing the application form means agreeing to paying the fees allowed for in Council's current Plan of Management before commencing activities and complying with all specific terms and conditions. Each approval sets specific conditions, which may include the following or others at Council's general terms and conditions:

**Ground Closures/Wet Weather Line**

- Strathfield Council operates a 24 hour/7 day a week Wet Weather Phone Line. To find out if Council sportsgrounds are closed due to wet weather, please contact Council's wet weather information line on 9748 9972.
- Strathfield Council may close any sportsground as a result of, specialist ground maintenance, wet weather, if the ground surface is damaged, and/or injury is likely to occur as a result of use. In periods of wet weather, experienced council staff will assess and determine if the ground is to be closed for any training or competition games. Ground signs will indicate whether each sportsground is open or closed for use.
- Cancellations or postponements may occur, particularly in cases of wet weather conditions. Hirers have responsibility to monitor wet weather line for field status.
- Sportsgrounds and facilities must be inspected by the hirer prior to use and deemed 'safe to use'. If fields or facilities are unsafe they must not be used and Council must be contacted.
- Recreational areas are not closed due to wet weather.

**Payments**

- Do not enclose payments with application forms. Council will assess applications and advise within 10 working days of the decision and the cost of proposed hire.
- Any payment associated with the hire is required within 21 days of the date of the invoice, unless otherwise indicated.
- Proof of approval and receipt are to be presented upon request on site at the time of use.

**Times of Use**

- Activities must only be held during times approved for use by Council.

**Permits**

- It is the applicant's responsibility to identify and obtain any permits required by authorities other than Council.

**Council property**

- Every care must be taken not to damage Council property.
- Hirers must reimburse Council within 10 working days for costs incurred by their activities, including damage, repair, use of extra time etc.
- The area is to be left clean and tidy at the end of activities.

**Vehicle Entry to Parks**

- Vehicles must be kept legally within car parks of roadways and may not be placed within parks unless permission has been granted by Council.
- Normal vehicular and pedestrian access must not be impeded at any time.

**Safety**

- All Council signs and all directions from Council or Police Officers or other authorities must be obeyed.
- All activities must comply with Occupation Health and Safety Regulations and Standard Operating Procedure (SOP) for the activity
- Use of machinery, amplification or lighting must be approved as it may constitute a nuisance for others and nearby residential properties.

**Alcohol**

- Sale or distribution of alcohol is not permitted.