

STRATHFIELD COUNCIL

# **EVENTS IN COUNCIL PARKS & COMMUNITY FACILITIES**

## **TERMS & CONDITIONS XX 2023**



## Terms and Conditions for Council Park & Community Facilities Hire

By completing and submitting the Application for the hire of Council's Park and Community Facilities, you agree to the Terms and Conditions of Hire listed below.

There are different terms and conditions for different types of venue hire, depending on the size and complexity of the proposed activity. Terms and Conditions apply for the following:

- Park casual event (less than 30 people)
- Park minor event hire (up to 250 people)
- Park major event hire (over 250 people)
- Community facility venue hire (up to 250 people)

Please ensure you refer to the relevant column depending on the nature of your venue hire.

No.	Condition Description	Condition Applies To:			
		Park Casual Events (<30 people)	Park Minor Event Hire (<250 people)	Park Major Event Hire (>250 people)	Community Facility Venue Hire (<250 people)
1	Park events may not occur where another group has a park booking (seasonal or casual).	✓	✓	✓	N/A
2	Groups who have made a park booking through Council take priority over those who have not made a booking.	✓	N/A	N/A	N/A
3	The Hirer must only use the park during their allocated booking times. The following hours of use apply to park bookings: Parks can be booked for non-sporting activities from 8am to 6pm and 8am to 8pm during daylight savings hours (unless permission is granted for extended hours).	N/A	✓	✓	N/A
4	The Hirer must only use the community facility during their allocated booking times. The following hours of use apply to community facility bookings: <b>Strathfield Town Hall and Supper Room</b> Monday to Saturday 9am to 12am (midnight) Sunday 9am to 6pm <b>Strathfield Community Centre – Bates St</b> Monday to Friday 9am to 10.30pm Saturday 9am to 6pm Sunday not available for hire <b>Strathfield Library - Ironbark, Acacia, Grevillea and Melaleuca Rooms</b> Monday to Thursday 9.30am to 8pm Friday 9.30am to 6pm Sunday 1pm to 5pm <b>Strathfield Library - Outside Hours of Operation – Ironbark Room</b>	N/A	N/A	N/A	✓

No.	Condition Description	Condition Applies To:			
		Park Casual Events (<30 people)	Park Minor Event Hire (<250 people)	Park Major Event Hire (>250 people)	Community Facility Venue Hire (<250 people)
	<p>Monday to Saturday 9am to 10pm Sunday 10am to 6pm <b>High Street Community Library - Meeting Room 1</b></p> <p>Monday to Friday 9.30am to 5pm Saturday and Sunday 9am to 1pm <b>High Street Community Library - Outside Hours of Operation – Meeting Room 1 and 2</b></p> <p>Monday to Friday 5pm to 9pm Saturday and Sunday 1pm to 4pm <b>Dutton Centre – 40 Augusta Street</b></p> <p>Monday to Saturday 8.30am to 10pm Sunday not available for hire <b>53 Ismay Avenue Community Hall</b></p> <p>Monday to Friday 9am to 4pm Saturday and Sunday 9am to 10pm</p>				
5	<p>Casual sporting events may not occur on any of Council's sporting grounds including: Airey Park, Bark Huts Reserve, Begnell Field, Bressington Park, Cooke Park, Hudson Oval, Mason Park and Strathfield Park.</p>	✓	N/A	N/A	N/A
6	<p>The following activities require an approval from Council and may not be undertaken as a park casual event:</p> <ul style="list-style-type: none"> <li>• The use of sports grounds by sporting organisations;</li> <li>• Engaging in any trade or business, commercial and/ or profit based activities;</li> <li>• Collecting any monies;</li> <li>• Filming;</li> <li>• Wedding ceremonies;</li> <li>• Selling alcohol;</li> <li>• Consuming alcohol in prohibited areas;</li> <li>• Installing any structure, screen, awning, sign or enclosure (this excludes one small family-size shade structure);</li> <li>• Use of large inflatable balloon animals and/ or mascots;</li> <li>• Exhibiting or distributing advertisements or handbills;</li> <li>• Fly drones or model aircraft;</li> <li>• Driving vehicles off marked vehicle areas or parking areas;</li> <li>• Play any musical instrument, sing, direct or procure any musical performances for a fee or reward;</li> <li>• The use of any public address (PA) system or electronically operated sound equipment;</li> </ul>	✓	N/A	N/A	N/A

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	<ul style="list-style-type: none"> <li>Any use that brings in a third party supplier, including amusement devices, formal catering, etc.</li> </ul>				
7	All events must comply with the relevant Plan of Management.	✓	✓	✓	✓
8	Written approval for all events must be obtained from Council. An application must be made to Council at least six weeks in advance.	N/A	✓	N/A	✓
9	The hire of sporting grounds will be considered only after seasonal sporting club and school use has been determined. Council may approve alternative dates or venues, subject to bookings, ground conditions and proposed use.	N/A	✓	✓	N/A
10	Fees and charges apply to events/ use of facilities (see Council's website).	N/A	✓	✓	✓
11	All bookings are to be paid in full in advance of the event/ use of facilities.	N/A	✓	✓	✓
12	Council does not accept tentative bookings.	N/A	✓	✓	✓
13	Bonds may be withheld if terms and conditions of venue hire are not adhered to.	N/A	✓	✓	✓
14	Bonds may be utilised to cover any costs incurred by Council during the event, including replacement of keys, after hours call out of staff (minimum 4 hours), call out of Council security, fire brigade call out, cleaning fees, damage to Council property, the cost of monitoring the event for compliance with conditions of consent and/or legislative requirements as a consequence of carrying out the event.	N/A	✓	✓	✓
15	The amount listed in the fees and charges is a minimum bond only. The Director Engineering & Operations may increase the bond amount if the use is deemed to be a higher risk activity.	N/A	✓	✓	✓
16	Fees and charges will apply where Council incurs additional costs to: <ul style="list-style-type: none"> <li>provide a requested service; or</li> <li>replace keys; or</li> <li>is required to clean up rubbish or pick up litter from a park, sporting grounds</li> </ul>	N/A	✓	✓	✓

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	<ul style="list-style-type: none"> <li>or amenity building or community facility; or</li> <li>empty full public bins as a result of the event; or</li> <li>repair unreasonable damage after use.</li> </ul>				
17	<p>If the Hirer has been provided with a key to the park or community facility it must be returned to Council's Customer Service at 65 Homebush Road, Strathfield as per the following:</p> <ul style="list-style-type: none"> <li>Casual Hirers - the key must be returned on the next business day; and</li> <li>Regular Hirers – the key must be returned at the end of the hire period.</li> </ul>	N/A	✓	✓	✓
18	The Hirer must report all personal injury accidents, that require a person to receive medical attention, to Council as soon as reasonably practical.	N/A	✓	✓	✓
19	The Hirer must ensure that all damage to Council property, either deliberate or accidental is reported to Council as soon as possible, outlining full details of the incident.	N/A	✓	✓	✓
20	An after-hours callout fee applies where council is required to attend the park or community facility to assist the Hirer with matters such as access. Fees will be on a cost recovery basis. A minimum of 4 hours of staff overtime will be payable.	N/A	✓	✓	✓
21	After the event, the site is to be returned to the same condition as it was in prior to the event. If the Hirer does not make good the venue, Council will clean and repair the venue to the standard required by Council at the Hirer's expense.	N/A	✓	✓	✓
22	Booking cancellations will incur an administration fee plus any additional costs incurred by the Council as result of the hire.	N/A	✓	✓	✓
23	Council will not refund any fees and charges for booking cancellations less than 7 days prior to the event.	N/A	✓		✓
24	The park or community facility is hired in the condition as is. There may be works occurring in the venue at the time. The Hirer	N/A	✓	✓	✓

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	is responsible for inspecting the site. Council takes no responsibility for the condition of the venue and will not refund any fees and charges.				
25	Council reserves the right to close any venue due to inclement weather, to protect the infrastructure assets, due to safety concerns, to reduce risk to the public or to allow the completion of capital and maintenance works. This decision is not negotiable. Council will not provide refunds for wet weather.	✓	✓	✓	✓
26	The Hirers are responsible for all operational costs associated with conducting their event.	✓	✓	✓	✓
28	A Certificate of Currency for public liability insurance of a minimum of \$20 million must be submitted to Strathfield Council. The policy must indicate that Strathfield Council is noted as an Interested Party (Principal Indemnity Endorsement), and that the Business Activity shown on the Certificate of Currency must be appropriate for the organiser's function, such as organising and running a community festival.	N/A	N/A	✓	N/A
29	No public address (PA) system or electronically operated sound equipment shall be used in a park unless approved by Council. Sound levels must not exceed LAeq 15 minute ≤ 65 dB(A) when measured at the nearest affected receiver (resident or business).	✓	✓	✓	✓
30	No temporary structures, amusement devices (e.g. jumping castles, temporary rides), marquees, equipment or stalls shall be placed within a park or community facility, unless approved by Council in writing. All amusement devices must have an engineering certificate to confirm the rise is safe to use. All equipment must be "walked" into the venue. Vehicle access is not permitted unless approved by Council in writing.	✓	✓	✓	✓
31	No alcohol is permitted for sale at events in parks or community facilities without a valid liquor licence and written Council approval.	✓	✓	✓	✓
32	Alcohol is not permitted in the Strathfield Library.	N/A	N/A	N/A	✓

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33	The collection of monies and/or selling of goods, including an entry/ admission fee shall not be allowed within the confines of the park or community facility unless approved by Council in writing.	✓	✓	✓	✓
34	If an event has paying Sponsors, the Hirer must provide a list of these Sponsors to Council for prior approval.	✓	✓	✓	✓
35	Council will not approve events which promote or have Sponsorship from the following industries: alcohol, firearms, gambling, pornography, tobacco, fast food or soft drinks.	✓	✓	✓	✓
36	The Hirer must ensure that the venue and the surrounding area is maintained in a clean and tidy condition throughout the event, including the bump-in and bump-out phases.	N/A	✓	✓	✓
37	Smoking is not permitted in the following areas: <ul style="list-style-type: none"> <li>• Within any community facilities and structures;</li> <li>• Within 10 meters of any entrance to buildings;</li> <li>• Within 10 metres of children's play equipment in outdoor public places;</li> <li>• Spectator areas at sports grounds or other recreational areas used for organised sporting events;</li> <li>• Within 10 metres of a food fair stall.</li> </ul>	✓	✓	✓	✓
38	Access to the venue must be maintained for emergency vehicles and/or owners/tenants of properties requiring access.	✓	✓	✓	✓
39	A minimum of 2.5 metres width must be maintained for pedestrian access at all times.	✓	✓	✓	✓
40	All temporary structures (including stalls, toilets, refrigeration units, generators etc.) are to be placed outside the Tree Protection Zone (TPZ) of any tree.	✓	✓	✓	N/A
41	Tree pruning is not permitted in any park/open space. No signs or other structures are to be attached to trees or Council signage.	✓	✓	✓	N/A

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42	Trench digging is not permitted in any park/open space.	✓	✓	✓	N/A
43	Vehicles are not permitted to enter parks without prior written approval from Council.	✓	✓	✓	N/A
44	The following activities are not permitted within parks or community facilities at any time: archery; golf; go karting; paintball; riding horses; driving of model cars; sale or use of glass bottles; camping or lodging overnight; possession or utilisation of any firearms; fireworks; flares; coal BBQs; lighting candles (other than birthday cake candles); lighting fires (this excludes utilising the Council provided BBQs); the use of balloons, plastic straws, glitter, party poppers, streamers, rice and confetti; and Colour Run events.	✓	✓	✓	✓
45	Any gas fired BBQ brought into a park must be placed on coir matting or similar to capture any grease/ fat generated from the cooking.	✓	✓	✓	N/A
46	Plans/incentives should be developed to minimise single use packaging including coffee cups, plates and cutlery.	N/A	✓	✓	✓
47	Council only permits weddings ceremonies in Parks (not wedding receptions).	✓	✓	✓	N/A
48	If a Section 68 or Development Application is required, an application must be made to Council six months in advance.	N/A	✓	✓	N/A
49	Council will not refund any fees and charges for booking cancellations less than 28 days prior to a major event.	N/A	N/A	✓	N/A
50	Grass must be protected through the use of temporary protective boards or flooring to protect all high traffic areas including stalls, food, beverage and merchandise sale areas.	N/A	✓	✓	N/A
51	All structures must be weighted and not pegged.	N/A	✓	✓	N/A
52	When using water-weighted structures, water weights must be pre-filled and cannot be emptied onto the grass.	N/A	✓	✓	N/A
53	The Hirer is responsible for compiling any event plans required by Council. The size and nature of the event will determine if the	N/A	✓	✓	✓



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	<p>Hirer must undertake the following, for approval by Council:</p> <ul style="list-style-type: none"> <li>• Prepare and implement a Traffic Management Plan</li> <li>• Prepare and implement a Risk Assessment and Management Plan</li> <li>• Prepare and implement an Emergency Management Plan</li> <li>• Provide security staff</li> <li>• Undertake community notification of the event</li> <li>• Install temporary fencing around the perimeter of the event</li> <li>• Prepare and implement an Alcohol Plan</li> <li>• Provide a drinking fountain or drinking tap</li> <li>• Install Variable Message Signs in advance of the event</li> <li>• Prepare and implement a First Aid Plan and provide first aid staff</li> <li>• Provide toilet facilities (in addition to existing public toilets)</li> <li>• Prepare and implement a Waste and Litter Management Plan</li> <li>• Install "No Smoking" signs throughout the venue</li> <li>• Provide a Security Management Plan and employ licenced security guards for the event.</li> </ul>				
54	The Hirer is responsible for the satisfactory conduct of all persons attending their event. The Hirer shall ensure that the amenity of property owners adjoining the venue is not disturbed by excessive noise, offensive language, poor behaviour or any other activity likely to cause unreasonable disturbance.	N/A	✓	✓	✓
55	Where the use of a park or community facility extends beyond the time of hire, overtime charges will accrue at the fixed hourly rate.	N/A	✓	✓	✓
56	<p>If the kitchen within the community facility is used, the Hirer is responsible for ensuring that the kitchen is left clean and tidy and all crockery must be washed and put back in place.</p> <p>The Hirer is responsible for providing all tea, coffee, milk, food and consumables.</p>	N/A	N/A	N/A	✓
57	No posters or flyers or any materials may be attached to the walls or windows. You must	N/A	N/A	N/A	✓

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	not insert any nail, tack, screws or other things into any part of the facility. Adhesive tape may not be used. Hirers may only use noticeboards, existing hooks or "blu tack" for the posting of materials. All "blu tack" must be removed at the end of the event and the surface cleaned.				
58	Advertising may only be installed in accordance with Council's Public Space Advertising Policy.	✓	✓	✓	✓
59	The Hirer is responsible for turning off all lights and air conditioning when leaving the community facility venue. Where available, the alarm system must be activated before the building is vacated. The Hirer is responsible for ensuring the doors and building are secure when the building is vacated.	N/A	N/A	N/A	✓
60	The Hirer is responsible for setting up chairs, etc. in any community facility. Setting up and cleaning of the room is included in the hire time for the venue.	N/A	N/A	N/A	✓
61	Unless prior agreement is given by Council, no equipment is to stored within the community facility before or after the Event.	N/A	N/A	N/A	✓
62	The Hirer is responsible for ensuring that all stairways, exits and fire exits are kept free from obstruction.	N/A	N/A	N/A	✓
63	Birthday parties for people aged between 16 and 25 years of age are not permitted in the Strathfield Town Hall.	N/A	N/A	N/A	✓
64	Activities such as wedding receptions, birthday parties and similar gathering are not permitted in the Strathfield Library, Strathfield Community Centre (Bates Street) or the Dutton Centre.	N/A	N/A	N/A	✓
65	Activities in the Library must be compatible with in-library activities and must not create excessive noise or disrupt regular library activities.	N/A	N/A	N/A	✓
66	Tables and chairs must not be dragged over the polished timber floor of Council's facilities.	N/A	N/A	N/A	✓
67	No animals are permitted within community facilities without written Council approval				✓

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	(This excludes Assistance Animals, which are permitted without approval).				
68	In consideration of the event details, Council at its sole discretion may apply additional conditions of approval, as deemed necessary.	N/A	✓	✓	✓
69	Council reserves the right to refuse any booking at its sole discretion.	N/A	✓	✓	✓