

Council means Maitland City Council, ABN 11 596 310 805, 285-287 High Street Maitland NSW 2320

Hirer means the person/organisation named in the Hire Application Form

Venue means the Council facility specified in the Hire Application Form and includes the grounds surrounding the facility

Council and the Hirer have agreed that the Venue will be hired by the Hirer on the following terms and conditions:

BOOKINGS

- Applications for regular hire are to be made by completing and submitting a Hire Application form.
- The Hirer must disclose the intended use of the venue, including the nature of the function.
- Council may, at its discretion, decline any application for hire.
- Major sporting events are to be booked separately, eg Regional, State competitions.
- Pre-season training is to be booked in the same manner as seasonal bookings.
- Regular bookings may be made over a maximum period of twelve (12) months.

FEES AND CHARGES

- A Confirmation booking letter will be supplied stating the fees to be paid to Council along with an invoice for total fees payable.
- Hire charges will be in accordance with Council's current schedule of fees and charges, available on Council's website.

CANCELLATION

The Hirer must give Council no less than fourteen (14) days' notice of cancellation of the hire. If a booking is cancelled less than 14 days prior to the booking date, the hirer will still be required to pay for this date.

ACCESS TO VENUE

- The Hirer will be issued keys to the facility after a key deposit is paid.
- If keys are lost or damaged, the Hirer will be responsible for the cost of replacement, which will be deducted from the bond paid by the Hirer.

PROHIBITED USE OF THE VENUE

- The Hirer must use only one (1) electrical appliance in each power point (appliances are not to be piggy backed into each other eg. by the use of a power board).

Smoking is prohibited:

- a. inside the Venue,
 - b. within 10 metres of any children's playground equipment,
 - c. within 4 metres of any pedestrian entrance to or exit from the Venue.
- Hirers shall not sub-let grounds to other groups unless approved by Council.
 - It is the Hirer's responsibility to ensure that no animals are brought into the Venue (except assistance animals or where Council has otherwise granted special consent).

ALCOHOL AND FOOD CONDITIONS

- Glass containers and bottles are not permitted on any area of the Sporting Facility. It is the responsibility of The Hirer to ensure that this rule is enforced. The Hirer will be charged the cost of removal of glass from the Sporting Facility.
- The Hirer must follow Food Safety Standards if food is to be prepared or supplied at the venue. Refer to www.foodstandards.gov.au for details of the Food Standards Code's Food Safety Practices and General Requirements.
- Any loss of perishables will be the sole responsibility of The Hirer. Council will not be responsible for the loss of any perishables for any reason.
- A licence from the Liquor & Gaming NSW is required for all Hirers who intend to sell alcohol. Alcohol must not be sold at the Venue without a liquor licence. Refer to www.licence.nsw.gov.au for further information regarding regulations and fees. A copy of the Hirer's liquor licence must be provided to Council prior to the hire. A Responsible Service of Alcohol (RSA) Certificate is required for any staff member serving alcohol and will need to be provided to Council.

HOURS OF OPERATION

- The hire period must not begin before 7.00am and cease by 10.00pm on weekdays and Saturdays and not before 8am on Sundays and Public Holidays. The hirer, guests and contractors must vacate the premises by 10.30pm. Hirers wishing to extend their hire period past 10.00pm must make special application in writing to the general manager.
- The Hirer is responsible for ensuring that noise is kept at acceptable levels and for complying with the noise requirements of the *Protection of the Environment Operations Act 1997* (NSW).

SAFETY

- The Hirer is responsible for the supervision and safety of attendees at the Venue at all times.
- The Hirer must ensure that the number of attendees at the Venue does not exceed the Venue capacity.

The Hirer must seek the consent of Council for the following:

- working at heights, including on ladders, elevated platforms, scaffolding or rigging,
- The hirer must store any chemical or flammable liquid as per the Safety Data Sheet which must be GHS compliant and accompany the chemical or liquid. Storage must also comply with the Dangerous Goods Legislation.



The Hirer must familiarise themselves with the following Venue information:

- a. safe access, egress points and first aid kit location,
- b. emergency exits, evacuation plan and external assembly point,
- c. location of fire extinguishers and fire protection equipment (hose reels, blankets etc.)

The Hirer is to advise attendees at the Venue of the above information.

GROUND CARE

- Sprinklers are not to be covered in sand. Problems with the sprinkler system should be reported to customer service on 4934 9700.
- Cricket wickets are not to be covered with sand or top dressing soil.
- All soil to be placed on ovals is to be supplied by or permission sought from Council.
- Vehicles are not permitted onto the playing surface other than emergency vehicles where required.

SPORTING FACILITY REPAIRS/DAMAGE

- The Hirer must inform Council as soon as possible if any damage is found to any Sporting Facility, equipment, buildings and environments.
- Report any incident to Council property through Customer Service on 4934 9700. Failure to do so will result in the costs to repair such damage being charged to the responsible Hirer.

GROUND INSPECTION

- It is the responsibility of The Hirer to inspect the grounds to ensure that they are safe for participants to use prior to any activities taking place. This includes an outer ground inspection.
- If the sporting facility is deemed to be in a hazardous or dangerous condition or is in any way unfit for use, The Hirer shall report the hazard or dangerous condition to Council immediately. The Hirer shall not, without the consent of Council, permit the use of the Sporting Facility.

LINEMARKING

- Council will mark the lines once at the commencement of each season (winter and summer). Excluding Cricket Wickets. All additional marking of fields throughout the season to be carried out by the user of the facility.
- All marking of playing fields shall be by surface marking only with specific sports turf line marking paint and will be the responsibility of The Hirer allocated to the ground. The use of Herbicides for linemarking is forbidden. Any Hirer found to be using herbicides for linemarking will be charged the cost of rectifying the damage and fines relating to the breach of the Terms and Conditions as per the current Fees and Charges. Failure by The Hirer to pay for the rectification may result in cancellation of the booking and future bookings until the costs are recovered.
- Linemarking for one off events will be charged as per Council's current fees and charges schedule.

GOAL POSTS AND SPORTING EQUIPMENT

- The installation, removal and maintenance of goal posts in the conduct of training and competition for all seasonal sports will be the responsibility of Council.



- Council will remove from the ground any goals found to be left in an unsafe position. The Hirer will be charged for the costs involved.

FLOODLIGHTS

- The Hirer's are responsible for checking that the floodlights at the facility meet the sports being played requirements.
- Regular hires are responsible for the payment of Energy Australia's Energy Bill for floodlight accounts. The Hirer sharing the use of floodlights will be billed the appropriate usage ratio.
- Sports ground lights are to be turned off by 10.00pm except where development consent conditions state otherwise.

LEAVING THE VENUE

The Hirer agrees to leave the Venue in a clean and tidy condition, including:

1. All rubbish removed from the facility and bins placed out for collection by Hirers on a weekly basis.
2. The amenities, all change rooms and canteen to be cleaned by Hirers. Supplies including toilet paper, paper towel and soap to be supplied by Hirers.
3. All lights are turned off.
4. All taps and showers are turned off.
5. Windows, doors, and gates are closed and locked prior to vacating the facility.
6. The Hirer will be responsible for any damage resulting from failure to care for the facility.

SPECIAL EVENTS

- Occasionally, Council may, under special circumstances, require the use of a ground for a special event or purpose. Under these circumstances, Council has the right to the occupation of the ground for the duration of the event. Council will provide as much notice as possible under these circumstances and will assist the affected Hirer in finding a suitable alternative venue.
- Events that do not form part of the intended use of the ground will be required to submit a special event application to Council, eg: Walk for Life, Concerts etc.

ADVERTISING AND SIGNAGE

All signage including advertising and temporary signs need to be authorised by Council's Community and Recreation section in accordance with Council's SPONSORSHIP SIGNAGE WITHIN RECREATION FACILITIES POLICY

GROUND CLOSURE

- Council may, at any time, withdraw the use of the Sporting Facility if it is deemed to be unplayable due to inclement weather conditions and/or for safety reasons.
- Council reserves the right to cancel an allocation of a Sporting Facility if it is considered that the ground may be unduly damaged by use. In such cases Council will assist the affected Hirer in finding a suitable alternative venue.



- If The Hirer fails to appropriately close a ground due to inclement weather, as per the Wet Weather Ground Closure procedure, for conditions and/or safety reasons and the ground is damaged then The Hirer will be charged the cost of rectifying the damage. Failure by The Hirer to pay for the rectification will result in cancellation of the booking and future bookings until the costs are recovered.
- All Hirers must undertake a wet weather assessment and complete a wet weather ground assessment form whenever there is surface water or ground softness present on the sportsground or there has been a recent rainfall event. The completed document must be forwarded to recreation@maitland.nsw.gov.au (with "Wet Weather Assessment" as the subject line) or delivered to Council's Administration Building at 285-287 High Street Maitland by 5pm the following Monday.

INFRASTRUCTURE AND IMPROVEMENTS

Any upgrades, replacement or maintenance on Council property that The Hirers are seeking to undertake are required to obtain the permission of Council before work is carried out.

INSURANCE AND CHILD PROTECTION

- All Hirer's should be incorporated and hold a current Public Liability Insurance policy for a minimum of \$20 million which indemnifies Council from and against all claims arising from The Hirer/organisation's legal liability as a result of its occupancy. A copy of your current Public Liability premium should be supplied to Council.
- Hirers are required to ensure that all players and officials are covered by insurance.
- The Hirer accepts full and complete responsibility for any loss of or damage to any personal property (including money, jewellery and credit cards), property on hire or loan or any contents stored in the facility. The Hirer must obtain their own insurance.
- Where the Hirer provides services to children, the Hirer will comply with NSW Child Protection legislation and will, on request, provide Council with a copy of relevant policies or procedures. For further information on the Child Protection Checklist please contact NSW Sport and Recreation on 13 13 02.

INDEMNITY

The Hirer agrees to indemnify Council from liability for any loss, damage or injury arising from the Hirer's occupancy of the Venue.

BREACH OF CONDITIONS

Any breach of these Conditions of Hire entitles Council to cancel the Hirer's booking and, if applicable, require the Hirer to immediately vacate the Venue.

