

Casual Hire Conditions – Parks and Reserves

General:

1. All bookings are subject to the Town of Victoria Park Local Laws and Regulations. Copies of Local Laws may be requested from the Town or downloaded from the website **victoriapark.wa.gov.au**
2. The Town of Victoria Park reserves the right to refuse an application for hire.
3. The Town of Victoria Park takes no responsibility for any action outside its control, which could interfere with or cause the cancellation of the event. All casual hirers shall make their own enquiries with other Statutory Authorities and relevant organisations whose actions may impact on the event.
4. Casual Hirers are required to take all measures necessary to protect people and property.
5. Casual Hirers are required to prevent nuisance, unreasonable noise and disturbance to local residents.
6. The Town of Victoria Park requires that Casual Hirers maintain all facilities and grounds in a clean and tidy manner at all times. After each use of the facilities all waste and rubbish is to be placed in the bins provided. Removal of litter undertaken by Town staff will be charged against the bond. Extra rubbish or recycling bins may be hired from the Town at additional cost.
7. The organiser of the event is liable for any damage or loss of public and / or Town and / or personal property.

Statutory Requirements:

8. The Town of Victoria Park requires that all organisations, community groups, sporting associations and incorporated bodies provide the Town with a copy of their insurance Certificate of Currency for public liability to \$10,000,000 (ten million dollars). A copy should be forwarded to The Town of Victoria Park along with the Hire Application Form.
9. Should an event offer rides or other entertainment activities that may affect the safety of participants or spectators, operators are required to have Public Liability Insurance to \$10,000,000 (ten million) and a current safety certificate for all rides. Copies of all documents should be forwarded to The Town of Victoria Park along with the Hire Application Form.
10. No smoking is allowed in any enclosed area (including tents / marquees), within ten (10) metres of children's playgrounds and any other specified areas, in accordance with the Tobacco Products Control Act 2006.
11. Any consumption of alcohol is to be conducted in an orderly manner and comply with the Town of Victoria Park Local Law: Local Government Property, Part 3 clause 3.15.

Clause 3.15 No possession and consumption of liquor on thoroughfare:

- (1) A person on local government property, shall not consume any liquor or have in her or his possession or under her or his control any liquor, unless –
 - (a) that is permitted under the Liquor Licensing Act 1988 or under another written law; or
 - (b) the person is doing so in accordance with a permit.

12. The sale and provision of alcohol should be in compliance with the requirements of the Town and permission from the and Racing, Gaming and Liquor a division of the Department of Local Government, Sport and Cultural Industries.

For further information contact Liquor Licensing on 08 6551 4888.

13. Compliance with the Town's by-laws and policies on signage. A permit may be required for any advertising or sponsorship signage erected on a Reserve, for further information please contact **infrastructure and compliance on 08 9311 8111.**

14. The Town of Victoria Park has a statutory requirement under the Disability Services Act 1993 to ensure that access to buildings and facilities is equitable to people with disabilities:

- It is a Condition of Hire that all Hirers maintain disability access to Town facilities at all times.
- Failure to provide disability access will incur a fine of \$60.50 per action and may jeopardise current and/or future bookings of Town facilities.
- More information is contained within the Town's Disability Access and Inclusion Plan available online at **victoriapark.wa.gov.au**. For further information contact **Community Development on 08 9311 8111.**

Bonds:

15. A bond will be charged for:

- Vehicle access to the Reserve
- Erection of any tents, gazebos or other infrastructure
- Access to clubrooms and/or change rooms and/or kitchen facilities
- Reserve hire for sporting events

part or all of which may be used for repair or restoration work to Town assets (such as: reticulation, turf, fencing) necessitated by the Hirer's activities, or to cover the cost of extra services which Town staff may have to supply. Hirers may be invoiced after the event for any additional works necessitated due to damage by the Hirer.

16. A refundable key bond of \$100.00 will be charged for each key, failure to return keys at the end of the event will result in forfeiture of the bond. Keys need to be returned within three working days of the event.

17. All bonds will returned by cheque, less any deductions, to the Casual Hirer after the event.

Facilities:

18. The Town's cleaning contractors clean the public/external toilets between 6am – 9am Monday to Sunday, but the Town does not provide paper towels or soap to these facilities. If you would like an addition clean and stock please contact the Town on 08 9311 8172 to inquire about availability and pricing at least 2 weeks prior to the date of the booking.

19. Damage to property caused by the Hirer and/or their guests must be fixed and paid for by the Hirer.

20. Casual Hirers are required to ensure that Town premises are fully secured at the end of the event. Should a Ranger be required to lock premises an after hours call out fee (\$300.00) may be charged to the Casual Hirer.

21. Any damages to Town premises due to the failure of the Casual Hirer to secure the premises after use, may be charged to the Hirer.

22. In the event of an emergency the booking may be cancelled if the facility needs to be used as an evacuation centre.

Grounds:

23. If you would like an addition clean and stock please contact the Town on 08 9311 8172 to inquire about availability and pricing at least 2 weeks prior to the date of the booking.
24. The use of party poppers or throwing of confetti/rice is not permitted.
25. The releasing of balloons is not permitted.
26. The public shall have free access to the recreational reserve on which the sports ground or clubroom is located, other than to access the sports ground or clubroom itself during the times specified in the Casual Hirer's application.
27. Vehicle access to the reserve will only be permitted for the purpose of dropping-off or collecting equipment associated with the event.
28. No public parking is allowed on the reserve without prior permission from the Town of Victoria Park.
29. Please ensure that the gate on the reserve remains locked when not in use. Hirers will be responsible for any ground reinstatement costs other than for fair wear and tear.
30. Ground markings are the responsibility of the Casual Hirer. Enquiries and assistance regarding the Town's ground marking for reserves should be directed to the **Reserves and Capital Works Supervisor on 9311 8111**.
31. The Town requests that NO lime, creosote, kerosene or herbicides such as Roundup are to be used for reserve marking. Water-based PVA paint should be used for all ground marking.
 - The Reserve Hire Conditions under Local Government Property Local Law Clause 4.1 and 4.2 specify that no damage be done to the Reserve. This offence carries a \$100 infringement.

After Hours:

32. The Town's after hours number is 9311 8188 and we request that this number only be called in cases of emergency. A Ranger is available to assist when necessary.
33. Should a Ranger be required to provide access to reserves or buildings after hours due to the Casual Hirer failing to collect keys during office hours, failing to make suitable arrangements to collect keys, or failing to lock premises after use a call out fee (\$300.00) may be charged to the Casual Hirer.

Spectator, Community and Corporate Events:

The following conditions may be required for larger community, corporate and spectator events.

34. Spectator, community and corporate events may require a meeting between the organisers and Town officers, due to their size.
35. The Casual Hirer is responsible for any expenses incurred by the Town of Victoria Park. Town officers may decide that due to the size of the event it is necessary to advise local residents of the event or activity on a Town reserve or property.
36. Approval of an event is subject to assessment of any construction works being carried out which may be detrimentally affected by the event. The Town is not responsible for any other non-Town of Victoria Park construction or works, which may impact on the event.
37. The organiser is to comply with any Swan River Trust conditions, if applicable to events in/on the Swan River or banks of the Swan River.
38. Final approval is subject to the organiser meeting any conditions of the Police Department and Main Roads Department wherever applicable.
39. Temporary toilets may be required in addition to any permanent toilet facilities on site, depending on the maximum anticipated patron attendance. For further information contact Environmental Health Services on 9311 8111. Position of temporary toilets will be required to be noted on the event site plan submitted with the application.
40. Firework or pyrotechnic displays must be approved by through the Department of Mines and Petroleum and are required to comply with Town Policy HLTH5 – Fireworks Management.
41. It is the responsibility of the Hirer to notify Town of any changes to the event. Changes made less than 60 days prior to the event, may incur charges.

Risk Management and First Aid:

42. If, due to the nature of the event/activity, there is the potential to cause injury or harm to participants or spectators, the Hirer will be required to provide the Town with a risk management plan, as well as have the relevant emergency services available at the event.
- "Emergency Plan incorporating a Risk Management Plan (RMP).
 - For events with over 1000 patrons the RMP must align with AS/NZS ISO:31000. A Medical Plan from the first aid provider must be included for medium and high risk events"
- * Contact Environmental Health Services on 9311 8111 for further information.**

Noise:

43. All events must comply with the Environmental Protection (Noise) Regulations 1997.
44. Public events that have the potential to exceed the assigned noise levels in the Environmental Protection (Noise) Regulations 1997, will require a Regulation 18 approval for an Approved Non-Complying Event or a Regulation 16 approval (for specific community activities) from the Town. The application should be submitted to the Town a minimum of 60 days prior to the event.
- * Contact Environmental Health Services on 9311 8111 for further information.**

Food:

45. Compliance with the Food Act 2008, Food Regulations 2009, Food Standards Code and the Town's Requirements for Temporary Food Businesses and Food Handlers is required for all activities involving the handling, storage and cooking of food and beverages intended for sale.
46. A Temporary Food Business Permit are required for food stalls, food vehicles or trailers. It is the responsibility of the event organiser to ensure applications are to be submitted to Town's Environmental Health Services two (2) weeks prior to the event.
47. Approved temporary food businesses will be issued with a permit that is required to be displayed in the food stall/vehicle on the day/s of the event.
- * Contact Environmental Health Services on 9311 8111 for further information.**

Structural Sufficiency and Electrical Certification:

48. For temporary structures greater than 20m² such as marquees, tents, stages or spectator stands, a Certificate of Structural Sufficiency will be required to be signed by the installer to ensure the structure is erected in accordance with the engineering design plans. Certified engineering design plans may be required to be submitted for larger structures.
49. Temporary electrical work is required to be checked and signed off by a qualified electrician and a Certificate of Electrical Compliance (Form 5) is to be submitted.
50. All electrical cords/cables are to be tagged and buried/covered or suspended in areas accessible to the public.
51. All electrical distribution boards are to be safety tagged and protected by Residual Current Devices (RCD's).
- * Contact Environmental Health Services on 9311 8111 for further information.**

Traffic Management and Road Closures:

52. Should temporary parking signs be required for any events, Town of Victoria Park Rangers will erect and remove the associated signage; costs will be charged to the Casual Hirer.
53. A Traffic Management Plan (TMP) is to be submitted to the Town's Engineering Services Section, and approved prior to the closure of any roads. Traffic control measures must be undertaken prior to the closure in accordance with Main Roads WA Code of Practice.
54. Please provide the Town's Engineering Services Section with an approved Road Closure Application a minimum of four (4) weeks prior to the event.
55. All property owners/tenants affected by the closure must be notified by correspondence two weeks prior to the event. A copy of that correspondence is to be sent to the Town of Victoria Park for information.

Please complete and return the Parks and Reserves – Hire Application Form to the Town of Victoria Park with any attachments to enable your event to be approved.