



POLICY DOCUMENT

16.63.4

Policy Name	RESERVE AND OVAL HIRE (PROPERTY MANAGEMENT)
Policy No.	16.63.4
Version:	2
Strategic Reference:	
Responsible Department:	Environment and Infrastructure
Policy Adopted:	20 March 2023
Last revised date:	16 November 2015
Minute reference:	CO 23/049
Next review date:	Council will review this policy 4 years after adopted date or when required by significant change to legislation or public policy considerations.
Applicable Legislation:	Local Government Act 1999 and regulations Council By-Law No.1 Council By-Law No.4
Related Policies:	
Related Documents:	16-6-T1 Permit Application – Oval, Turf & Reserve Usage 16-6-T3 Permit Approval – Oval, Turf & Reserve Usage 16-6-T6 Special Event Permit Application – Private Functions in Council Parks, land or Reserves 16-6-T4 Permit Approval – Private Functions in Council Parks, Land or Reserves

1. POLICY

The casual hire of ovals, turf, parks and reserves for activities that are appropriate in public recreation areas shall be managed in accordance with arrangements, terms and conditions determined by Council and set out in this Policy and/or Council's permit conditions as issued from time to time.

Appropriate and reasonable public use of non-leased Council open space that is consistent with community expectations and standards, and is not formally organised, commercial in nature or involving an entertainment device, will not require a permit.

A permit holder will not have exclusive use of the area hired, only the right to undertake the activities allowed in the permit.

2. OVALS AND SPORTS FACILITIES

- 2.1 Applicants shall apply to Council for the use of unleased ovals using the relevant form.
- 2.2 The permit holder will be responsible for all maintenance, cleaning, repair, water and electricity consumed as a consequence of the hire, where applicable. The cost of any cleaning or repair required due to the permit holder's activities will be charged to the permit holder.
- 2.3 Sale of alcoholic beverages is prohibited unless with the written permission of Council and the appropriate liquor licence (except if utilising Ravendale Community Sports Centre club bar facilities and licenced area).

- 2.4 The Council may impose permit conditions to protect the playing surface of the oval, buildings and equipment.

3. LEASED OVALS AND SPORTS FACILITIES

Requests for use of leased ovals and/or facilities shall be made directly to the lessee. Approval for casual hire of leased ovals and/or facilities will be at the discretion of the lessee but should not be unreasonably withheld, having regard to the avoidance of conflict with sporting use, practice or maintenance of the oval or facility.

4. PRIVATE FUNCTIONS IN COUNCIL PARKS, LAND OR RESERVES

- 4.1. Applications for the use of Council parks, lands or reserves for private Functions shall be submitted on the relevant form.
- 4.2. The permit holder shall ensure that the hired site/sis left in a clean and tidy condition at the end of the private function. The cost of any cleaning or repair required due to the permit holder's activities will be charged to the permit holder.
- 4.3. The consumption of alcohol is prohibited in designated dry areas. The permit holder may be required to obtain a Liquor Licence for the sale or supply of alcohol. As per Council Policy 3.63.6 Liquor Licences – alcohol or beverages cannot be served or sold in glass (including glass bottles) – only cans and/or plastic are permitted.
- 4.4. Wedding receptions will not be permitted on Council land.

5. GENERAL CONDITIONS

- 5.1. Proof of Public Liability Insurance coverage of not less than \$20 million must be provided to Council before approval of hire is given.
- 5.2. The permit holder must not advertise or promote an event until/unless the permit has been granted.
- 5.3. Fees may be imposed as per Council's Fees & Charges Schedule.
- 5.4. The permit holder may be required to provide a risk management plan, which addresses relevant matters including but not limited to:
- The type of event or activity proposed to be undertaken
 - Equipment to be used – including transport, storage, loading, unloading, usage
 - Contingencies for adverse weather conditions
 - Traffic control and parking
 - Emergency/injury management
 - Communications
 - Noise control
 - Security measures
 - Waste management
 - Public Health Management

6. RELEVANT DELEGATED POWERS AND DUTIES

Any actions or decisions made regarding this policy, will be enacted upon as per Council's current Delegations Register.