

Conditions of Hire

Petty's Reserve

The below terms of use supplement and in some instances replace the terms of use set out in the Manningham Council Sport and Recreation Tenancy Agreement. The below terms cover off on seasonal and casual use of Petty's Reserve. Petty's Reserve is a shared facility and is not the home venue of any one club.

The following Conditions of Hire **MUST** be adhered to whilst using the reserve. Any breach of these conditions may lead to the hirer not having access for future bookings.

1. Facility Assets

The reserve has the following assets:

- Western pitch - full size pitch (105 meters long by 65 meters wide) with 200 Lux lighting
- Eastern pitch – full sized pitch (100 meters long by, 63 meters wide), with the ability to split the pitch into 2 (63 meters long by 40 meters wide) or 4 short sided pitches (40 meters long by 30 meters wide). This pitch has lighting up to 100 Lux
- Kitchen (details about what is included in the kitchen can be found in section 29)
- Social room (including tables and chairs)
- 4 change rooms
- 2 referee's rooms
- 3 storage rooms
- Public toilets
- Playgrounds
- Tiered seating facing the western pitch
- Score boards
- First aid room
- Accessible toilets
- Media station on the west wide of the Western Pitch
- Player interchange benches (both fields)

Clubs may provide their own portable Public Address System to use at the reserve. Use of the Public Address System must be in line with EPA guidelines and Council policies.



Interpreter service

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2. Flood Lighting and Utility Fees

Utility charges will be split between seasonally allocated tenants based on their percentage of use. This will not include casual hire utility usage. This will be in place for both the pavilion and flood light use.

An hourly utility fee will apply to cover the costs of the pavilion utility usage for all casual bookings. There will be a separate hourly fee for casual flood light use.

3. Line-marking

All lines are permanently marked on the synthetic surfaces. Users are not permitted to apply any line marking or paint on the fields. Cones or spot markers can be used on the fields.

4. Goal Posts, Nets, Divider Net Scoreboards and Corner Flags

Council will provide the corner flags, scoreboard, nets, and the eastern pitch divider net. The corner flags and scoreboard must be installed and removed before and after use. The scoreboard and corner flags are stored in Council's store room. The divider net can be utilised for short sided games. The divider net is to be stored away when not in use. The divider net must be installed and removed by a minimum of two adults due to safety reasons.

Portable goals and fixed goals are provided by Council. Users are fully responsible for installation and removal of portable goals before and after use. Portable goals are to be stored on the north eastern side of the eastern pitch along the sideline fence. The area is marked with signage. The portable goals must be moved by a minimum of four adults at a time and are not to be dragged on the ground. A trolley is provided for the portable goals, the trolley is stored in Council's store room at the reserve. If using the trolley, the portable goals must be moved by a minimum of two adults at a time. All Tenants wishing to use Portable Soccer Goals must ensure that all Portable Soccer Goal and storage of the goals conform to the current Standards Australia Handbook (AS EN 16579:2020). The handbook AS EN 16579:2020 can be purchased direct from the Standards Australia website (www.standards.com.au) as hardcopy or PDF.

5. Cleaning Fees and Requirements

Seasonal users are required to conduct all cleaning during and after use of the facility. The facility is to be left in a clean and tidy state.

For **Casual Users** the cleaning fee will be additional to the facility usage fee. Cleaning will be conducted after the group's booking. Council will notify the group of the cleaning fee prior to the booking date.

All users are required to ensure that the facilities are left in a satisfactory condition both during and after their use. Council staff undertake regular inspections of facilities during the period of your agreement. Any breeches of cleaning protocols, or clubs leaving facilities in unsatisfactory

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condition will be notified of their misconduct. Additional charges may apply if additional cleaning is required.

6. Fees and Charges

All fees and charges must be paid in line with Council's payment terms unless otherwise organised.

Seasonal bookings will be retrospectively charged at the end of the season. This is to allow for changes to allocations due to fixture irregularities.

7. Usage times

The ground facilities are available during the following times for seasonal and casual bookings:
Monday to Sunday 7:00am until 9:00pm

The pavilion facilities are available during the following times for seasonal bookings:

Monday to Friday 7:00am until 9:30pm

Saturday 7:00am until 9:30pm

Sunday and public holidays 7:00am until 9:30pm

Night match applications need to follow the guidelines set out in the tenancy agreement under section: 6.7.2

Use of the social rooms for once off events such as functions can be requested casually via the IMS system.

The pavilion facilities are available during the following times for casual bookings:

Monday to Friday 7:00am until 9:30pm

Saturday 7:00am until 9:30pm

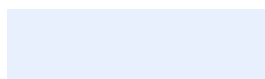
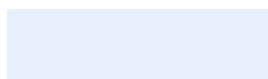
Sunday and public holidays 7:00am until 9:30pm

8. Flood Lighting

Both casual and seasonal users are permitted to use the flood lights. Flood lights can be controlled via the control box on the north side of the pavilion. Lights can be set to training or match level lighting. During training sessions user groups are only permitted to use the lights on training standard (their minimum lux level) to save on energy consumption. Seasonal user groups will be provided with a maximum of 3 keys to the key box. Casual users will be provided a key safe code in order to access a key for the floodlighting control box.

9. Allocations

Casual and seasonal allocations of Petty's Reserve will be conducted in line with Manningham



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Council's Sporting Facilities Allocations Policy. The allocations policy can be found at: <https://www.manningham.vic.gov.au/strategies-and-policies>

10. Seasonal hire restrictions

Facility's that can be hired/used under a seasonal booking:

- East Pitch
- West Pitch
- First aid room
- Change rooms
- Umpires rooms
- Social space
- Pitch Floodlighting
- The Kitchen/Kiosk. Groups intending to use the kitchen will need to have the correct food permits, food handling certificates and insurance.

The above listed areas can be hired out via Council's IMS booking system individually. To make a booking, head to: <https://apps.imscomply.com.au/manninghamrm/>

11. Casual hire restrictions

Facility's that can be hired/used under a casual booking:

- East Pitch
- West Pitch
- First aid room
- Change rooms
- Umpires rooms
- Social space
- Pitch Floodlighting
- The Kitchen/Kiosk use can be made available on a case by case basis. Groups intending to use the kitchen will need to have the correct food permits, food handling certificates and insurance. Additional cleaning costs will be incurred for kitchen use.

The above listed areas can be hired out via Council's IMS booking system individually. To make a booking, head to: <https://apps.imscomply.com.au/manninghamrm/>

12. Merchandise and uniform store

User groups who are provided seasonal allocations to the reserve are permitted to have a pop up merchandise store based out of the club's allocated storage room. No other area of the facility can be used for a merchandise or uniform store.

13. Bins/Waste/Cleaning

Users must place the bins out around the reserve prior to play and return the bins to the bin cage at the conclusion of their allocation. All bins used must be placed at the rear of the venue in the bin cage (this is located at the northern side of the pavilion).

Users are required to place the internal waste into the external bins after each use.

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Bins will be placed out for collection and put back in their storage cage after collection by Council. Users must ensure all litter generated from use of the reserve and surrounds is picked up and removed. Users will be on-charged the cleaning costs if the reserve and surrounds are not cleaned after use.

Seasonal users must supply their own toilet paper, cleaning products and equipment. Casual users need to provide their own toilet paper.

Casual users will be provided access to a key safe that houses a key to the bin cage.

14. Storage

User groups who have seasonal allocations to the reserve will be offered storage rooms at the reserve. The reserve has 3 storage rooms, these will be allocated based on demonstrated need. Council will allocate these storage rooms via the IMS system at the start of each season. User groups have the ability to put their own locks on the storage cages within the storage rooms. Clubs will be provided with a maximum of 3 keys to the storage rooms.

User groups who have seasonal allocations to the reserve will be offered fridge storage at the reserve. The reserve has 4 lockable fridges, these will be allocated based on demonstrated need. Council will allocate these fridges at the start of the season. User groups will be provided a maximum of 3 keys to the fridge/s.

Storage may not be kept on site at the end of the allocated season without approval from Council.

15. First Aid

User groups must provide and stock their own first aid items and equipment at the facility. Council will provide and service the Defibrillator (AED). The AED is provided for groups to use in case of an emergency. The AED will be located in the first aid room.

16. Emergency Management

User groups are required to have their own emergency evacuation plans for the facility. Council will provide an emergency evacuation diagram for the facility.

17. Ticketing and Parking Fees

Ticket sales and parking fees may be charged at the reserve. All car parking and gate fee charges are to be in-line with Football Federation Victoria Guidelines.

18. Car Parking

- Smiths Road - No stopping or Parking is permitted on west side of Smiths Road. Parking is permitted on the east side of Smiths Road.
- Reynolds Road - No stopping or parking permitted on Reynolds Road.

19. Match Scheduling

With single lane access in and out of Reserve through Smiths Lane, the following steps are in place to reduce traffic congestion on game days. The premise of the traffic management plan is to reduce traffic congestion by spacing out games and start times. There must be a 30 minute

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break after each game where played on the same pitch, therefore no matches are to be scheduled back to back on the same pitch. The scheduling of matches must be offset between the two pitches, therefore match start times must start at least 30 minutes apart across the West and East pitches.

The following Scheduling model is an example of how matches can be allocated to achieve this.

Pitch	8:30	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	13:00	13:30	14:00	14:30	15:00	15:30	16:00	16:30	17:00	17:30	18:00	18:30
West Pitch	Warm Up	Start				Finish/Warm Up	Start				Finish/Warm Up	Start				Finish/Warm Up	Start			Finish	
East Pitch		Warm Up	Start				Finish/Warm Up	Start				Finish/Warm Up	Start				Finish/Warm Up	Start			Finish

20. Cleaning of Boots

There should be **NO** cleaning of boots against the pavilion, boundary fences, concrete or the reserves' infrastructure.

21. Vehicles on Reserves

All vehicles must keep to entrance roads and car parks. Vehicles are not permitted to be driven on any other part of a reserve or surrounds without obtaining written approval from Council's Recreation Team.

22. Signage/Sponsorship/Advertising

Casual user groups are not permitted to have permanent signage in any locations around the reserve. Seasonal user groups can apply to the Recreation Liaison Officer to erect signage on game day and or for the duration of their seasonal allocation. Signage displayed for the duration of a seasonal allocation will be considered on a case by case basis with consideration given to how the facility is allocated. Any advertising must be approved in line with Manningham Council's Outdoor Advertising Policy, details about this policy can be found at: <https://www.manningham.vic.gov.au/file/16516>

23. Liquor License/Alcohol

Liquor licence applications will be considered on a case by case basis. Clubs must obtain approval from Council's Recreation Liaison Officer before making an application. Applications can be made as a once off license or for a seasonal license request. If approval is provided by Council for the liquor licence, the user group must then apply to the Victorian Commission for Gambling and Liquor Regulation for a license at the reserve <https://www.vcqlr.vic.gov.au/>.

24. Food

Any user that intends to sell food must obtain a food registration certificate for the site. It is a mandatory requirement under the Food Act 1984 that the premise, in which any person or organisation which sells food, is registered with a Registration of Food Premises Certificate from

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the Council. A copy of that registration will need to be provided to the Recreation Team upon the club's application to use the facility. Details about food permits can be found at: <https://www.manningham.vic.gov.au/operating-a-food-business>

25. Sharing of Contact details

The user group's nominated Liaison contact in Council's IMS system will be shared with the facility's other co-tenants. At the beginning of each winter and summer season, Council will send out contact details to all seasonal users, this will include each user groups Liaison's contact details. The contact details are only to be utilised by co-tenants in relation to operations at Petty's Reserve.

26. Keys

The pavilion will be managed via Council's SALTO online key management system. Seasonally allocated user groups will be provided access via a fob or mobile phone device. Council will manage the allocation of access. Seasonally allocated user groups will be allowed to appoint 10 individuals to have access to the facility, with additional access to be considered on a case by case basis. Seasonally allocated user groups will be provided a maximum of 3 keys to the storage rooms, flood lights and bin cage.

Casual user groups will be provided access for one person, with additional access to be considered on a case by case basis.

If you require assistance with access, please contact Council's Recreation Team (contact details are listed below).

27. Maintenance

Council will be conducting all maintenance at the facility. For any maintenance requests relating to the pavilion, pitch or reserve please log this online at:

<https://www.manningham.vic.gov.au/contact-us-online>

For afterhours emergency's, please contact Council on 03 9840 9333.

28. Bar/canteen and Kitchen - Conditions of hire

All Users are required to abide by the following conditions when using the kitchen/bar:

- **Stock:** Users are to supply their own stock and remove this stock after each booking session.
- **Equipment:** Users are not to remove any equipment from the kitchen/bar, if equipment is removed, replacement costs will be met by the hirer. Equipment must be cleaned after use, ready to be used for the next allocation.
- **Bins:** All bins are to be emptied and relined at the end of booking session. (Users to provide bin liners).
- **Fridges:** All fridges must be kept in a clean state with regular stock date checking and rotation.

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- **Benches:** All bench tops are to be cleaned at the end of each session.
- **Deep Fryer:** The deep fryer must be emptied and cleaned after each session, please note that users must supply their own oil for the deep fryer.
- **Floors:** Floors are to be swept and mopped after each session.
- **Markers:** Markers are not to be used to write on glass panels or fridges. Flyers and posters are only to be put up using Blu Tack and not with sticky tape.

29. Equipment List

The following items are located within the pavilion and will be provided and maintained by Council.

Testing and tagging of Council's electrical items will be conducted by Council. User groups' electrical items must be tested and tagged within the last 12 months. User groups are to organise their own testing and tagging for electrical items used at Petty's Reserve.

Kitchen

- 4 x lockable fridges (clubs will be provided 3x keys to their allocated fridge)
- 1 x Upright freezer
- 1 x Deep Fryer
- 1 x induction stove top and oven
- 1 x Grill Plate
- 1 x dishwasher
- 1 x 6 tray Bain Marie
- 1 x Pie Oven

Social Rooms

- Tables
- Chairs

30. Contact List

Recreation Liaison Officer: (03) 9840 9333, email: Recreation2@manningham.vic.gov.au

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Recreation Business Support Officer: (03) 9840 9333, email:

Recreation2@manningham.vic.gov.au

Manningham Recreation Team: (03) 9840 9333, email:

Recreation2@manningham.vic.gov.au

Manningham Council: (03) 9840 9333, email: Manningham@manningham.vic.gov.au

Council's After Hours Service: (03) 9840 9333

