

# Terms and Conditions Casual Sportsground Hire



These Terms and Conditions supplement the Sporting Facilities Allocation Policy and the Sport and Recreation Tenancy Agreement; both available for download from the Sports Hub at Manningham Council's website.

Casual user groups (casual users) of Manningham Council sportsgrounds and pavilions must adhere to all Terms and Conditions outlined in this document.

## General Terms and Conditions

1. Manningham Council sportsgrounds are closed to the public for two maintenance periods each year. These maintenance periods are 1-31 March and 1-30 September. Casual users should contact the Recreation Team closer to these dates if they wish to enquire about availability during these periods.
2. Applications (requests) for casual hire of a sportsground must be submitted at least ten (10) business days prior to the requested booking date. Requests made under this timeframe will not be accepted.
3. Fees and charges apply for casual use of Council sportsgrounds in accordance with Manningham Council's [Adopted Budget 2023/24](#). Refer to [Page 77](#) to for fees and charges.
4. Care must be taken to ensure that all rubbish is deposited in the bins provided at the facility. The sportsground and (where applicable) pavilion must be left in the same state in which it was found. Failure to do this will result in an additional cleaning fee being charged.
5. No damage is to be caused to sportsgrounds as a result of casual usage. Costs to repair any damage caused will be charged to the casual user group (casual users). Any damage must be reported to Manningham Council on 9840 9333.
6. Please take into consideration that the sportsgrounds may be located in residential areas and noise must be kept to a minimum level.
7. Casual users are not permitted to consume alcohol at the facility. Council recognises the vulnerability of young people, less than 18 years of age, to alcohol-caused harm. Council supports the position that alcohol is detrimental to sporting performance, can lead to poor recovery and slow repair of injuries. The



Interpreter service

**9840 9355**

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only exception to this is for events that have been issued an Event Permit by Manningham Council whereby alcohol is permitted.

8. Closed-toe runners and appropriate clothing (Eg: t-shirt, polo shirt, shorts, tracksuits) must be worn. Where applicable, Council will detail any specific requirements in the casual allocation (booking) confirmation email.
9. Sub-hire of Council sportsgrounds and/or pavilions is not permitted.

### Casual sportsground usage

User groups (including schools) within the municipality of Manningham that wish to use Council sportsgrounds on a casual basis must submit a booking application (request) via Manningham Council's online [IMS](#) booking system.

Schools located within the municipality of Manningham are able to apply for an allocation of Council sportsgrounds without charge for up to 4 hours per week; with any additional usage subject to fees and charges. Schools located outside of Manningham are required to pay casual usage as per the [Seasonal Sports Pricing Policy](#). Free use for schools located within Manningham does not apply to Tom Kelly Athletics Track, Anderson Park synthetic soccer pitch or Park Reserve synthetic soccer pitch.

### Booking confirmation

A casual allocation (booking) request is not confirmed until it has been approved on the IMS system and a booking approval confirmation email has been sent to the nominated contact for the casual user group.

### Facility access times

Casual users must adhere to the allocated start time and finish time as per the booking approval confirmation email. Set-up and pack-up times should be factored into the booking request for casual use of Council sportsgrounds.

Casual users must seek approval from Council and any other relevant user groups if they wish to drop-off equipment to an allocated sportsground and (where applicable) pavilion prior to the confirmed booking date and/or time. The same applies in circumstances where late access to facilities is requested by a casual user group.

### Sports pavilions

Pavilion access can be considered on a case-by-case basis for casual users. Where pavilion access is permitted, fees and charges apply, including any additional costs associated with cleaning requirements.

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### Keys

Casual users who are permitted use of a Council pavilion must organise to pick-up the relevant key from the Council Depot, located at 620-628 Blackburn Road in Doncaster East.

The Recreation Key Form must be signed by the person responsible for picking up the key and must be returned the same day unless otherwise organised. Pick-up and drop-off times for keys are between 8:00am and 4:30pm.

Keys cannot be copied or shared with third parties or any other groups at any time.

### Floodlighting

Floodlights are not available for casual allocations (bookings). The only exception is for Pettys Reserve casual usage or where a Council Agreement for the use of casual floodlighting at a sportsground is in place.

### Equipment

Casual users are responsible for providing appropriate and safe sporting equipment. Council does not provide hire of any sporting equipment.

### Food and beverage services

Mobile food trucks and other food/beverage providers such as coffee vans are not permitted for casual sportsground bookings. The only exception is for events that have been issued an Event Permit by Manningham Council whereby such services are allowed.

### Public liability insurance

Casual users must have Public Liability Insurance to the value of \$20,000,000, or as otherwise specified by Council insurers. This is a casual allocation (booking) requirement as per the Sporting Facilities Allocation Policy, available to download from the Manningham Council [website](#).

### Indemnity

The casual user group agrees to indemnify and to keep indemnified Manningham City Council, its Councillors, staff, servants and agents (the Council), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them arising out of or in connection to the seasonal or casual use of a Council facility and/or in any other manner related to this Agreement.

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The casual user group's liability to indemnify the Council under this clause shall be reduced proportionally to the extent that any act or omission of the Council directly contributed to the loss or liability.

### **Cleaning**

Pavilion hire does not include pavilion cleaning costs. Where casual pavilion use is permitted, Council will advise whether additional cleaning is required for areas such as toilets and change rooms; and any associated cleaning costs will be on-charged to the casual user.

Casual users are responsible for ensuring that all individuals or groups using a Council sportsground and/or (where permitted) pavilion leave the facilities in a clean and tidy condition. Failure to do this may result in an additional cleaning fee being charged.

All rubbish must be deposited in the bins provided at the facility and any large items such as empty cardboard boxes should be taken away by the casual user.

### **Cancellations**

Cancellations must be received by Council at least one week (7 days) prior to the confirmed booking date in order for casual users to be eligible for a refund. Where feasible, a credit may be issued instead of a refund.

Manningham Council reserves the right to cancel a casual allocation (booking) at any time. In these circumstances, the casual user will be offered an alternative booking and/or be provided with a refund if casual usage fees and charges have already been paid by the casual user.

### **Inclement weather**

Should inclement weather prevent a booking from proceeding, Council will work with casual users to reschedule bookings where feasible. If a booking is unable to be rescheduled, a credit will be issued.

### **Emergencies**

Casual users of Council sports pavilions (where permitted) must adhere to the Emergency Evacuation Map specific to the pavilion that has been casually allocated (booked). Emergency Evacuation Maps are displayed inside Council sports pavilions.

A National accredited Level 2 workplace First Aider, medical trained sports trainer or allied health professional with higher level qualifications and experience to assess competencies in HLTAID 003 (Provide First Aid) or HLTAID 002 (Provide Basic Emergency Life Support) is compulsory for training, matches (including finals), and to support the needs of larger groups such as school carnivals and event allocation bookings. As an appropriately trained official the person/s must be on site for the duration of the casual allocation (booking).

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Casual users groups must report emergencies to Manningham Council within 24 hours. For further information on notifiable incidents please review [Work Safe Guidelines](#) for reporting incidents.

Casual users are responsible for keeping Emergency Vehicle access areas at sportsgrounds and reserves clear at all times. The Sport and Recreation Tenancy Agreement provides further details around emergency requirements.

### Incident and hazard reporting

Casual users must adhere to the incident and hazard reporting requirements outlined in the Sport and Recreation Tenancy Agreement

Casual users are responsible for maintaining a documented emergency record keeping process at all times and ensure Council has the right to request copies of any emergency or first aid documentation.

Incident report forms are required for all injury-related incidents to individuals or groups. A template is available on the Sport Medicine Australia website.

### Child safe standards

Casual user groups must ensure they comply with the Child Safe Standards and are following obligations as stated in the [Working with Children Act 2005](#).

New Child Safe standards in Victoria commence on 1 July 2022. The eleven new Standards replace Victoria's current seven standards and principles. For more information see the Commission for Children and Young People [website](#).

Casual user groups should also refer to [Manningham Council's Child Safe Policy](#).

### Enquiries

For any enquiries, please contact the Recreation Business Support Officer on 9840 9333 or by emailing [Recreation2@manningham.vic.gov.au](mailto:Recreation2@manningham.vic.gov.au).