

Policy number	Policy 226
Policy title	Recreation reserves – hire
Strategic outcomes supported	EN5 – Providing facilities that are well-built and well-maintained

Policy objective:

To enable the hire of recreation reserves.

Policy scope:

This policy applies to the hire of recreation reserves.

Policy definitions:

Nil.

Policy statement:

1. Any person or organisation applying to hire a recreation reserve shall provide the Town with such details it requires to assess the application and indemnify the Town against all claims arising from the hire of the reserve, including all buildings, equipment, facilities, landscaping and trees on that reserve.
2. Applicants seeking to obtain approval for the occasional hire of a Town Reserve may be required to complete the Town's Application Form prior to the application being considered.
3. The Town will respond in writing to the application. The reply will include any requirements or conditions associated with the proposed use or event, as well as details of any fees and bonds required and the dates by which these are payable.
4. The Town may convene a meeting with the organisers if the proposed event will be of a considerable size or have a significant impact on either the surrounding locality or the Town generally.
5. A copy of a Certificate of Currency for Public Liability insurance in the sum of not less than \$10,000,000 (ten million dollars) is required from clubs, associations, incorporated organisations, or organisers of large groups or events.
6. Any preliminary discussion or negotiation with the Town on any proposed hire is not to be construed as, or implied to be, an approval. An approval is valid only after the hirer has received it in writing, paid all associated fees and has met the public liability insurance requirements.
7. The Town retains the right to suspend activities on a Reserve or withdraw an approval if the hirer is found to be in breach of any of the conditions associated with the hire. In such an event any fees paid will be forfeited and any bond, or part thereof, may also be forfeited.

8. The Town retains the right to cease or suspend activities on a Reserve if the organiser did not make a formal booking in accordance with the procedure, and the nature of use was deemed to require a formal booking due to a variety of factors including, but not limited to, number of people, exchange of money, identifiable teams, identifiable umpires, type of activity or creating a local disturbance.

Related documents

Nil.

Responsible officers	Coordinator Events, Arts and Funding
Policy manager	Manager Community
Approval authority	Council
Next evaluation date	June 2025

Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Approved	01/07/1994	Council	-	-
2	Reviewed	15/08/2006	Council	-	Item 4.1
3	Reviewed	09/07/2013	Council	-	Item 10.1
4	Reviewed	11/08/2015	Council	-	Item 10.1
5	Reviewed and amended	20/08/2019	Council	148/2019	Item 10.1
6	Reviewed and amended	21/06/2022	Council	134/2022	Item 15.2
7	Administratively amended	24/08/2023	Delegation		