



HIRE OF COUNCIL SPORTS GROUNDS (URBAN AND RURAL) GUIDELINES

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1 Introduction

In recent times there have been changing patterns emerging with regard to ground usage as new trends have developed in sports participation. Consequently there have been new demands placed on Council's active recreational facilities demonstrating the need to review

Council's ground hire policy.

2 Definitions

The following definitions apply when interpreting this policy document:

Year round hire is where a sports group hires a sports field either beyond the normal seasonal hire period or for 12 months of the year. Fees for this hire will be calculated on a combination of either a seasonal hire plus casual hire, or seasonal hire fee plus a portion of a seasonal hire fee, at the discretion of the Manager - Parks and Recreation.

Seasonal hire is broken up into two categories summer and winter:

Summer seasonal hire is from October 1 to March 31 of each year

Winter seasonal hire is from April 1 to September 30 of each year

Seasonal hire extending beyond these dates will attract a fee, which will be a percentage (%) of the seasonal rate determined by the period of extended use.

Casual hire is calculated at either a day rate, or a weekly rate, or a portion of a seasonal rate, by negotiation given each individual circumstance. Casual hire will entitle the hirer to exclusive use of the venue for the casual hire period only.

A local sports club is a club registered to play in the local domestic competition in the Northern Rivers area for any particular sport.

Domestic competition is defined as games involving local sports clubs not representative teams.

Major event is an event involving regional, state, or national or international teams, or teams from national competitions or from outside the region.

3 General conditions of hire

Oakes Oval and Crozier Oval as the region's premier venues, are subject to their own special hire arrangements. These are referred to later in this document and also include the conditions of hire on their relevant booking forms.

Schools can hire all grounds (except Oakes and Crozier Ovals and turf wickets) free of charge, on the understanding that there is no additional preparation of the relevant ground required. In the event that special preparations are required then a fee will be charged for such works, calculated in accordance with Council's adopted Fees and Charges.

With respect to hire of all Council sports grounds, including Oakes and Crozier Ovals, the following conditions apply:

1. Council has three categories for hirers of its sports fields, these categories are: *year round hire, seasonal hire and casual hire*.
2. Council reserves the right to close any ground if in the opinion of Council staff that the ground is excessively wet or that the ground is unsafe for any particular reason.
3. Council also reserves the right to close a ground for refurbishment/renovation works. Such a decision will be made after consultation with the relevant hirer. A reduction in the hire fee will be granted to the hirer corresponding to the time the ground was closed and the hirer's individual category.
4. If a hirer wishes to sell and/or supply alcohol at any of Council's grounds during an event then the hirer must show proof of having the appropriate liquor licence or permit (whichever is required), in accordance with the Liquor Licensing Act and as it may be amended from time to time. If the dates for hire change from that originally booked then the licence/permit must show such change and Council must be advised. This clause applies to both seasonal and casual hirers.
5. Council's adopted Fees and Charges will determine the fees for sports field hire. Where no such fee exists a fee as determined by the Manager - Parks & Recreation using a combination of the three categories of hire will determine the fees for sports field hire.
6. The fees and charges will be examined annually in conjunction with Council's annual budget process with a view to ensuring a cost recovery percentage as set by Council and amended from time to time
7. Council reserves the right to cancel any pre-arranged ground allocation in the event of any contravention of regulations, directions, policies or hiring conditions specific to the continued care, protection, and management of sports grounds.
8. Council reserves the right to temporarily relocate games from any venue to another (in consultation with the hirer), if sport of a higher level has requested its use. If in such an instance an event is relocated to a venue that costs less to hire then the difference in hire fees and charges between the two venues will be refunded. Assistance with identifying an alternative venue under Lismore City Council's control will also be offered.
9. In the case of seasonal or year round hire, the grounds be accepted on the understanding that the amount or rental payable is set by the Council irrespective of weather conditions prevailing and further that the Council will not grant any concession in rental whatsoever should weather conditions hinder the holding of any sporting fixture or interrupt a season.
10. Traditional seasonal hirers will enjoy "right of way" (exclusive use) with regards to use of their venue and on their chosen or preferred days.
11. All seasonal hirers must supply documented evidence of appropriate and current insurance cover. This evidence is to accompany lodgement of their hire form. This applies to both seasonal and casual hirers. Seasonal bookings are to be completed one month prior to the commencement of each season's activities.
12.
 - a) **Clubs and associations may use their one day allocation as they see fit. Seasonal hire includes: competition fixtures, carnivals, training, mid week-night and/or twilight competitions and invitation events. All dates for such activities must be provided to Council for approval and completion of relevant hire/insurance forms, etc and within the timeframes specified by the Club via their seasonal hire form and approved by Council.**
 - b) **No hirers are permitted to sub-let Council grounds, including Oakes and Crozier Ovals, without Council's Parks and Recreation Department being notified and providing permission.**
 - c) **If an extra-ordinary event is planned then the hirer shall advise Council and the Manager for Parks and Recreation in consultation with the LDSA Secretary and Chairperson and if the Chairperson is unavailable then the Vice Chairperson, shall resolve if any fee is due for that extra-ordinary event.**

13. If Clubs/Associations or hirers are deemed to be damaging or overusing certain venues or certain areas of certain grounds, Council reserves the rights to intervene and reduce or modify the level of activity. A maximum of three (3) days competition activity in any one given week is recommended.
14. Given that most hirers run canteens all hirers are responsible for the collection of litter on the grounds they hire. Litter is to be collected to one central location and contained within appropriate litter containers as agreed with Council staff. This litter is then to be removed from the grounds at the cost of the hirer. This policy is based on the fact that hirers often make notable profits from their canteen activities. If in the opinion of Council staff, the hirer has left the ground in an unsatisfactory manner (excess litter on the ground), then Council will collect such litter and charge the hirer for these works. The charge will reflect the time it took to collect the litter. Removal of all canteen and bulk type packaging is the responsibility of the hirer to dispose of. Such waste can be disposed of at the various recycling depots around the City or at the Wyrallah Road waste facility.
15. Further matters associated with sports ground hire to be determined by Council's "conditions of hire" attached to the individual hire forms.
16. If regular hirers require grounds outside their one day allocation, they shall be charged at a rate equal to the pro rata seasonal hire.

4 Hire of Oakes Oval and Crozier Oval

When hiring Oakes Oval it is possible to also hire the Gordon Pavilion and other exclusive spectator facilities (such as corporate boxes) if they exist. The fee for such facilities will be additional to the ground hire fees and will be as listed in Council's adopted Fees and Charges.

Given that a hirer may need to hire both Oakes and Crozier Ovals during the one season a dual or shared hire fee can be negotiated for these grounds. Each situation will be addressed on its merits and a fee negotiated with the relevant hirer on an individual basis. **It is not possible to hire Oakes and Crozier Ovals together when the Lismore Car Boot Market is on.**

As these grounds are considered to be superior venues there is a need to ensure superior playing surfaces throughout the year. As such, it is considered necessary to limit the amount of games that can be played on any one day on each of these grounds. Accordingly a maximum of three (3) games in total will be allowed on each ground on each day, irrespective of the code of sport. This excludes semi-finals, grand finals, as well as carnivals or tournament events that are considered to be of significant economic benefit to the City or are one-off events.

Seasonal hire for these facilities is for domestic competition games only. Seasonal hire includes one round of competition fixtures per week. If there is a need to hire these grounds for additional days, then the additional days hire shall be at the seasonal hire fee for regular hirers.

No training is allowed on these grounds, with the exception of teams associated with major events, in such a case access to the grounds for training purposes is allowed by arrangement.

Games involving representative teams are not considered as domestic competition – refer Clause 12 (a), (b) and (c) under 'General Conditions of Hire', and will be charged at the casual rate according to Council's adopted Fees and Charges. The relevant hire forms, insurance and licensing documentation will again need to be provided.