

# Application to hire a reserve

The City of South Perth, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. Any information regarding the availability or costs of park/reserve hire given prior to the assessment of any application is an indication only and is not an assurance that the application will be approved. The City of South Perth shall only issue a Permit when all relevant documents and payments are received by the City within the standard time frame of one (1) month prior to the proposed event date/s. Failing this will incur a **LATE FEE** as per the fees and charges Schedule and potential non approval. **(All applicants must be over 18 years of age)**

## Applicant contact details

Mr/Mrs/Miss/Ms Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Organisation (If applicable): \_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

On Site Contact (if different to applicant): Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Phone (mobile): \_\_\_\_\_ Email: \_\_\_\_\_

An Invoice from the City of South Perth will be sent one (1) month prior to the event date for any associated fees or bonds. **(NOTE: Invoice details cannot be changed or amended in any way once processed.)** Please enter correct details for invoicing here:

Name: (Organisation or Person) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

## Please indicate the facility you request to hire

<input type="checkbox"/> Sir James Mitchell Park Zone/s: _____ (Please mark zone on Site booking Map and return to the City with your application)	<input type="checkbox"/> South Perth Esplanade Zone/s: _____ (Please mark zone on Site booking Map and return to the City with your application)
<input type="checkbox"/> Active Parks and Playing Fields Specify Park / Reserve / Field name: _____	<input type="checkbox"/> Other Passive Park or Reserve Specify Reserve / Park name: _____

## Additional information

- A. Please provide a brief description of the proposed activity i.e. type of activity, age group of attendees. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- B. Please list function date/s, days and times required in the below table, including set up and take down dates and times if applicable for marquees, rides and entertainment: (NOTE: All bookings, and guest, including any infrastructure must vacate the reserves by 11pm)

	Date	Begin set up time	Start time of event	Finish time of event	End Pack up/Dismantle time
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

- C. Will you be charging attendees a fee for the activity? YES  NO

If YES, please provide details \_\_\_\_\_

- D. How many people will be attending the activity? \_\_\_\_\_

- E. Is your group an Incorporated Not for Profit Organisation? YES  NO

If YES, you must attach a copy of your Certificate of Incorporation to this application.

- F. Does your group have valid Public Liability Insurance? YES  NO

If YES, you must attach a current copy of your Certificate of Currency to this application.

## Event/function bookings (in addition to the above questions A - F)

1. Do you wish to consume alcohol? Please Circle: BYO / Provided / Included in ticket price  
YES  NO

If YES, an **Application for Consent to Consume Liquor** form, must be attached to this application.

2. Do you wish to sell alcohol? YES  NO

If YES, you are required to obtain and provide the City with confirmation of, a liquor licence from the Department of Racing, Gaming and Liquor under the requirements of the Liquor Licensing Act (WA) 1988 and the City's Public Places and Local Government Property Local Law 2011. Please call 9425 1888 or [www.rgl.wa.gov.au](http://www.rgl.wa.gov.au).

3. Will food or drink be provided in or around the facility hired? YES  NO

Please provide a brief description.

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4. Is outside Catering planned for the provision of food or drink in or around the facility hired?  
YES  NO

If YES, Public Liability cover and a copy of the Food Act 2008 registration licence for any external company must be provided with this application.

Please provide a brief description including name of company.

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5. Will food, drink or other items be sold in or around the facility hired? YES  NO

If YES, The applicant in conjunction with the proprietor of any food/drink stall must obtain approval from the City's Environmental Health Services, no later than 10 working days prior to the event. Approval may be issued subject to compliance with set conditions, payment of service fees and completion of the standard **City of South Perth Trading Licence** (NOTE: On site BBQ and Gazebo facilities are for shared public use and cannot be booked for exclusive use)

6. Will you have any form of amplified music at the event i.e. PA, Bands, DJ's, Juke Box etc? YES  NO

If YES, please provide a brief description, as City approval must be obtained prior to event:

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All applicants must ensure all Noise/Music levels do not exceed the assigned levels in the Environmental Protection (Noise) Regulations 1997 at any time. Please contact the City's Environmental Health Services on 9474 0777 for assistance. All music / noise must be significantly reduced at 10pm and be cleared, vacated and off site by 11pm.

7. Will you be requesting the storage of goods or valuables on site and or overnight for the event? YES  NO

If YES, please provide a brief description, as City approval must be obtained prior to event:

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8. Do you wish to erect signage for your event? YES  NO

If YES, you are required to complete a **City of South Perth Signage Application** and return with this application.

9. Will you be conducting any type of student, promotional or commercial filming / photography on site? YES  NO

If YES, you must attach a copy of the companies Public Liability Certificate of Currency to this application (stating who the policy covers, under what conditions it covers, the geographical limits of the cover and expiry date of cover).

10. Will you be conducting a walkathon, charity walk, fun run or similar event and ONLY using the pathways for your activity with NO zones required for stopping, starting, finish or emergency stations? YES  NO

If YES, please provide details of course outline / route on attached site booking map. The City is also required to sight Emergency Response / Risk Management Plans for your event.

11. Do you plan to erect ANY temporary structures i.e. Marquees/ Shade Cover / Stage? YES  NO

If YES, please describe including size, day/s and time/s of structures to be erected and dismantled, name of marquee company if using.

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All applications of this nature must attach a current copy of the Certificate of Currency for the marquee company. All/any temporary structure/s erected on the reserve are done so entirely at the applicants own risk. In addition, the City's Parks Curator must be contacted on 0439 940 569 for site inspections at least ten (10) days prior to the event, or the structure may be removed. For reserves other than Sir James Mitchell Park please call 0417 961 647.

12. Do you plan to provide any Bouncy Castles/Farm Animals/Live Entertainment /Games /Rides /Other? (Please Circle appropriate activity and provide a description of games/rides) YES  NO
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If YES, a current copy of any Hire Company's Public Liability must be attached to this application. All applicants must also contact the Parks Curator on 0439 940 569 at least ten (10) days prior to the event and inspect an area of 5 metres around the site to ensure the area is safe for use by the Hirer. For reserves other than Sir James Mitchell Park please call 0417 961 647.

13. Will you be utilising a generator for power? YES  NO

If YES, please contact the City's Environmental Health Services on 9474 0777 for advice on specifications required. (NOTE: NO external power can be accessed from any City of South Perth reserve sites.)

14. Will you require vehicle access on to the Reserve for Drop Off / Bump in/Out ONLY? YES  NO

If YES, please specify type and number of cars \_\_\_\_\_

15. Will you require temporary car parking on any reserve? YES  NO

If YES, please provide an in depth Parking Management Plan, including Zone/s required, site booking map, control agency and liability cover information with this application. Car parking is not permitted for Social events and will only be considered for LARGER PUBLIC EVENTS ONLY but may not be approved.

16. Will you be providing additional toilet facilities for your function? YES  NO

If YES, how many toilet facilities will be provided? \_\_\_\_\_

Only those toilets in existence will be made available by the City. Additional toilets (compulsory for larger events) must be arranged privately at the applicants expense. Please contact the City's Environmental Health Services on 9474 0777 prior to the event for guidance and requirements by Law. (Current Public Liability cover for the provider must be sighted by the City prior to provision.) (NOTE: NO water can be accessed from any City of South Perth reserve sites.)

17. Do you wish to apply for consent to land a helicopter on the Reserve? YES  NO

If YES, you are required to provide the City with confirmation that your supplier has conformed to all CASA guidelines and conditions and provide the City with a current copy of the operators Public Liability cover.

18. Do you wish to apply for consent to use fireworks on the Reserve? YES  NO

If YES, the City must receive a copy of a granted application form, which is available from the Department of Consumer and Employment Protection, on behalf of the client and include approvals from subsequent authorities including the Police and Fire Services. The City must also sight a current copy of the operators Public Liability cover (max cover).

19. Is your event planned for Sir James Mitchell Park (SJMP) or adjacent waters and intending to attract spectators or provide entertainment? YES  NO

If YES, it may be considered to be a "Spectator Event" by the Department of Parks and Wildlife. All applicants are advised to contact the Department of Parks and Wildlife on 9219 9000 for approval and subsequent confirmation with the City, prior to a Permit being issued by the City.

20. Will you require road signage and or road closures for the event? YES  NO

If YES, confirmation of approval from all relevant City Council's and Main Roads must be sighted by the Booking office and attached to your traffic management plan?

21. Have you completed and attached a current Emergency Evacuation and or Risk Management Plan to the City? Only relevant if requested by the City. YES  NO

As the event coordinator you may be required to present an in-depth Risk Management and Emergency Response Plan to the City of South Perth for approval by the City prior to the City allowing the event to commence. This must include but not be limited to; the number of First Aid posts and staff, security plans, site / route plans, evacuation sites, and contact personnel details, etc.

## Declaration of responsibility and acceptance

I/We am authorised on behalf of, or I/We am, the permit applicant and hereby declare that I/We have read and fully understand this Permit Application and the Permit Conditions as provided by the City of South Perth, pertaining to this application for use of a City of South Perth community facility. I understand and agree to provide an on site contact to complete and sign the Function Checklist prior to commencement of any activity, if requested by the City in writing prior to the event. By signing this Permit application I/We agree to abide by these conditions and accept all associated requirements of these conditions. I/We declare that I/we have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of Bonds and potential prosecution. I/We acknowledge that I/We have completed and returned all attached application forms relevant to my/our proposed event, and agree to abide by all Conditions applied.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Please direct all facility booking enquiries to the City's central booking office located at The South Perth Community Centre on 9474 0777 or email [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au)  
All additional forms or documents requested throughout the application form must be provided with the Permit Application.

**APPLICATION CHECKLIST:**

*please take a minute to check if you have provided all supporting documents that may be required with your application.*

- Have you answered ALL Questions
- Provided correct details for Invoicing
- Provided a copy of Certificate of Incorporation
- Provided a current copy of Public Liability for your Organisation
- Provided a copy of Public Liability for Caterers
- Provided a copy of the Food Act 2008 registration licence for ANY outside food/drink provider being used
- Provided a copy of Public Liability for Bouncy Castle/Farm Animals/Games
- Provided a copy of Liquor Licence
- Provided a Copy of Emergency Response/Risk Management Plan/Traffic Management Plan
- Completed a Consent to Consume Liquor form
- Completed a Trading Licence Application
- Completed a Temporary Signage Application
- Completed a Function Checklist

# Application for consent to consume liquor on Council premises

Name: \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Facility where liquor will be consumed: \_\_\_\_\_

Date: \_\_\_\_\_

UNDER THE REQUIREMENTS OF THE LIQUOR LICENSING ACT 1988 SECTION 119(1), IT IS AN OFFENCE TO CONSUME LIQUOR ON COUNCIL PREMISES WITHOUT THE CONSENT OF THE COUNCIL.

THIS FORM IS NOT A FUNCTION PERMIT!

Hirers are responsible for obtaining a Liquor License from Department Racing, Gaming and Liquor, if they are selling liquor either separately or by way of an inclusive charge.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## OFFICE USE ONLY:

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION: APPROVED / NOT APPROVED

AUTHORISING OFFICER \_\_\_\_\_ DATE: \_\_\_\_\_



# Application for a Trading Licence

*In accordance with: Public Places and Local Government Property Local Law 2011 - Part 3 (3.1) Activities requiring a licence and Part 6 (6.2) Activities allowed with a licence.*

1. Business name:
2. Email:
3. Postal address:
4. Name of applicant:
5. Contact phone number:
6. Start date for which the licence is required:
7. Finish date for licence: (only complete if trading licence is needed for longer than 1 day)
8. Start time:  Finish Time:
9. Location where trading will occur: (zone number/specific car park/building or other)

10. Trading type:

- Food Business (must list all foods to be sold)
- Non-Food Business (must list products or services)
- Fees exempt (registered charity)

List all foods/products or services to be covered by Trading Licence:

**Required documentation:**

- Current copy of Food Act 2008 registration licence (if applicable)
- Current Public Liability insurance must be provided with this application.

**Signature of Applicant:**

**Date:**

**Payment Information**

I wish to pay by credit card\* (please provide credit card details below)

I wish to have an invoice posted to me\*

*\*Please note: Trading licence will not be issued until payment has been received in full.*

**Payment Method:**

**In Person** - payment can be made at our Administration Building by cash, EFTPOS, cheque or money order (make payable to City of South Perth)

**Credit card** - please complete this section if paying by credit card

Card Number:

Card Holders Name:

Signature:

Bankcard    Mastercard    Visa Card

Amount: \$

Expiry Date:

**By Mail** – Cashier, City of South Perth, Civic Centre, Cnr Sandgate St & South Tce, South Perth WA 6151

Please ensure all information is supplied as requested. Should you require further information please contact Environmental Health Services on 9474 0777 or email [enquiries@southperth.wa.gov.au](mailto:enquiries@southperth.wa.gov.au).

# Function Checklist

The responsibilities outlined below are aligned with those in the agreed Conditions of Hire and Function Permit issued. The responsibilities and penalties for non-compliance are largely governed by the City's Public Places and Local Government Property Local Law 2011 (PPLL) and as such, any person who commits an offence under these local laws is liable, upon conviction, to the penalty specified in these local laws or, if no penalty is specified, to a penalty not exceeding \$5,000.00.

Item / Responsibility	Penalty for non-compliance	Initial
Ensure responsible service, provision and consumption of alcohol.	Up to \$5000.00 (PPLL) Police attendance.	
Take responsibility for the actions and behaviours of all who attend the function.	Up to \$5000.00 (PPLL) Police attendance and or prosecution.	
Approved vehicles only to access the reserve as confirmed on the Function Permit.	Parking fines and or impoundment may apply.	
Access gates to the reserve will be locked after permitted vehicles enter / exit.	Up to \$5000.00 (PPLL) Parking fines may apply.	
All equipment and guests will be removed from the reserve by 11.00 pm with area left in a clean, undamaged and tidy state.	All cleaning, aesthetic and reserve recovery costs to be withheld from Bonds. Up to \$5000.00 (PPLL)	
The City and applicant MUST ensure that all music / noise will be significantly reduced at 10.00 pm and turned off by 11.00pm. The person who is causing or permitting that noise to be emitted is to be treated as the occupier of that public place.	Up to \$200.00 By Law No. 7 <i>Nuisances</i> Local Government Act (Amended) 1995 Up to \$5000.00 through Environmental Protection (Noise) Regulations 1997	
Comply with all conditions set by any City Officer, with regard to line markings, stakes and parking, portable toilet use and stalls.	Up to \$5000.00 (PPLL) Up to \$1000.00 Health Local Law 2001.	
Hired Zone and subsequently setup requirements are in accordance with Permit stipulations.	Up to \$5000.00 (PPLL) Recovery costs may also be held from Bonds.	

**Please Note: City Officers may not contact applicants post event, however any non-compliance through the activity sighted by an authorised City Officer, will be documented with penalties and or infringement applied. Full or partial loss of bonds paid may also apply.**

I/We am authorised on behalf of or are the permit applicant and hereby declare that I/We have read and fully understand the Conditions of Hire and Function Checklist as provided by the City of South Perth, pertaining to this application for use of a City of South Perth community facility. In signing the application for hire form and function checklist, I/we agree to abide by the conditions and accept all associated penalties for non-compliance including loss of bonds, infringement notices and potential prosecution.

**Permit Applicant**

*Print Name:* \_\_\_\_\_

*Contact number:* \_\_\_\_\_

*Function date:* \_\_\_\_\_

*Function site/area:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**Officer on Duty**

*Print Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

# Temporary Signage Application

<b>Applicant</b>	Name:
	Business Name:
	Address:
	Postal Address (If different from above)
	Phone Number:
	Fax Number:
	Mobile Number:
	Email:

<b>Signage Details</b>	Type of Sign:
	Description on Sign:
	Dimensions of the Sign/s:
	Location:
	State period of time for which advertisement is required:

<b>Event (If Applicable)</b>	Location:
	Date(s) of Event:
	Nature of Event:
	State period of time for which advertisement is required:
Date From:	Date To:

Please include a location plan indicating the positioning of the signs within the locality. If necessary, a detailed plan of the location may be required if the sign is to be placed on a major road junction.

I understand that by signing this agreement that the City of South Perth does not accept any liability for any injury, damage or loss as a result of the sign being displayed. I have also supplied a copy of my public liability insurance.

I have read and clearly understand the above.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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**OFFICE USE ONLY:**

RECEIVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

APPLICATION: APPROVED / NOT APPROVED

AUTHORISING OFFICER \_\_\_\_\_ DATE: \_\_\_\_\_



## Temporary signs and banners

A temporary sign is one that is used to promote an event, concert or similar or to promote an organisation (such as a sporting organisation). A banner is a sign made from a flexible material that may be displayed temporarily from a supporting pole.

### Specifications

Approval may be granted at the discretion of the City of South Perth in respect to the placement or erection of a temporary sign or street banner subject to:

- An application being made to the City of South Perth on a [Temporary Signage Application](#)
- The organisation indemnifies the City from and against all claims and judgements arising from the erection of the signs
- No more than six signs will be permitted to be erected for any one event at any one time
- Only one sign per event being advertised may be erected in any one place or intersection
- The sign or banner is promptly removed after the event
- Signs shall not depict any information relating whatsoever to an election campaign for any position in Local Government, Federal or State Parliament. However signs providing direction to a polling place on the voting day will be considered
- The maximum duration of time for a sign to remain in a public place shall not be more than a six month period depending on the circumstances and at the discretion of the City of South Perth
- For signs advertising an event that occurs on a regular basis, (e.g. monthly), may only be displayed for a maximum of 10 days prior to the event
- Depending on the circumstances and location, the City may approve a sign or banner to be displayed only during the hours of operation for the business or event
- The display of any temporary signs or street banners is prohibited within 10 meters of any intersection
- The sign writing shall be of a professional standard and quality, to the satisfaction of the City
- The sign can only advertise legitimate, legal and/or registered businesses and events
- The sign is not to be fixed or attached to a building, wall, fence, pole, tree or other structure that is property of the City of South Perth
- The sign must be non-offensive in nature, to the satisfaction of the City
- The signs are positioned in such a manner so as not to present a danger to pedestrian movement or cause interference with the clear visual lines of sight required by motorists for the safe movement of vehicular traffic; i.e. not to be positioned on footpaths, median strips, traffic islands, roundabouts or at intersections where the sign(s) may hinder clear sight lines for motorists except where specifically permitted by the City. The sign colours must also not cause confusion where signs are being considered at intersections controlled by traffic lights
- All illuminated advertising signs (including VMS Trailers) must not be within 20 metres of a street intersection with traffic lights and is not lit in a way that it may be confused with the traffic lights. A [Temporary Signage Application](#) must be made to the City for all illuminated advertising signs displayed on land other than private property



- The signs are maintained in a good and orderly manner for the duration of their display
- The size of the sign is not to exceed two metres long by two metres high, although variations to these dimensions may be approved if considered appropriate
- A banner sign shall generally be a maximum of four square metres in sign face area
- Have a maximum height of two metres above the ground
- Where installed on the verge the signs must be at least two metres from the kerb line or, for an unkerbed road, they must be at least two metres from the edge line or the edge of the seal where there is no edge line
- Approval of a sign for an event will not constitute permission to hold an event on land vested in the City or any other authority. The applicant is to ensure that all approvals have been obtained from the City or other relevant authorities prior to the event taking place
- The City reserves the right to withdraw such approval upon breach of these requirements or any conditions of approval
- Signs are not permitted to be tied or secured to power poles or street lights unless permitted by Western Power
- Signs will also not be permitted at sites that have a significant crash history
- The City cannot approve signs on Canning Highway and Kwinana Freeway as they are controlled by Main Roads Western Australia. Any sign or banner displayed on a Main Road under the control of Main Roads WA shall require the prior consent of Main Roads WA
- The installation of any sign is to be undertaken by the applicant
- Banners must conform to the size requirements/guidelines of the banner support design
- The material used must be of sufficient durability to conform to the location and environmental conditions
- The sign must be removed or relocated at the request of a person authorised under Section 9.10 of the Local Government Act, for the purpose of a special event, parade, road or footpath works, or other event, which in the opinion of the officer requires relocation or removal.

## Permit conditions (reserves)

The City maintains a number of ovals, parks, reserves and facilities that are regularly used by corporate groups, sporting groups, social groups, informal groups and or individuals, which are made available to be used or hired. The use of the City's reserves and facilities is largely governed by the City's [Public Places and Local Government Property Local Law 2011](#). The conditions of use and the need for obtaining a permit are set out in the local law and herein Permit Conditions. The City will take all reasonable care to ensure that facilities are in a fit and clean condition for use. The City will not be held liable or accept liability for any loss or damage to any person, profit or property resulting from the hirer's use of the facility. This includes the grounds, car parks or buildings and any thoroughfare appurtenant to the public property. Facility users are responsible for all activities and occurrences associated with the hire/function and must obtain the appropriate insurance covers for assumed and or recognised risks in conducting the function, including risks associated with public liability and the storage of equipment. These documents must be sighted by the City prior to permit approval. The hirer agrees in signing the Permit Application to indemnify and keep the City indemnified for any loss or damage to any person or property as identified above.

Individuals or small groups may casually use the City's reserves without the need to obtain a permit **unless:**

- An individual or group is charging a fee in association with their use of the reserve;
- The group is involved in a formal sporting match whether the sporting match is a one-off or regular fixture;
- The group is involved in a formal event or function and wishes to be certain that a specific area of a reserve will be available;
- Photography and or filming by any party is to occur;
- The group will consist of thirty people or more;
- The group wishes to be able to consume alcohol;
- A marquee, bouncy castle, animal farm or other similar activity or structure is proposed to be erected; or
- The individual or group will be undertaking an activity that is likely to impact upon residents of the City or the enjoyment of the reserve by other users.

The City may issue a permit for the hire of a reserve by a person or group where:

- The City is satisfied that the use for which the reserve is hired is consistent with the nature of the reserve; and
- The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the reserve.

The cost of hire in each case will be determined in accordance with the City's Schedule of Fees and Charges and the applicant may be required to lodge a bond with the City prior to using the reserve or facility.

Prior to the erection of any Temporary Structure, including marquees, stages, shade structures, bouncy castles or rides, the applicant must provide proof of adequate public liability cover. In addition, these applicants must also contact the City's Parks Coordinator to arrange an on site inspection prior to the

event, to ensure the area's infrastructure, and reticulation will not be compromised and that the area is safe for use by the Hirer. The City of South Perth accepts no responsibility for any death or injury to person or property which occurs within the designated area. A Park Restoration Bond is also applicable.

The City of South Perth shall only accept and confirm a Function Permit when all relevant documents and specifications are received by the City within the nominated time frame of one (1) month prior to the function. Permits Environmental Health approval are required at least six (6) weeks prior to the function. All fees and charges must also be received by the City within the time frames outlined on the applicant's confirmation letter, with any account balances paid in full within 7 (seven) days from the date of invoice. Regular user groups must not exceed prescribed account limits. Failure to adhere will result in Late Fees being applied, referral to debt collectors and or non approval.

The City reserves the right to refuse any facility booking for any reason. The City may cancel the Booking for any reason at any time. If an applicant cancels more than one month before the Function then they are entitled to a full refund of all Charges and Bonds that apply to that Booking. If the applicant cancels less than one month before the Function then they may apply to the City to change or alter the activity to another date. The City may approve of a change or refuse the change at its discretion. If the City refuses the change then the applicant incurs a minimum cancellation fee as set out in the Fees and charges schedule.

It should be noted that the City does not provide first aid assistance within any of its facilities. It is strongly, recommended that all applicants/groups ensure that adequate first aid supplies and assistance is privately arranged prior to and during all activities taking place.

Applicants must pay all bonds that apply to facility bookings as set out in the City's Fees and Charges Schedule. Where the City refunds the bonds, it will do so by cheque only. Any damages caused to any City facility that exceeds the Park Restoration Bond paid will be invoiced for full payment within 7 days of the invoice date. Failure to do so may result in relevant legal action and non approval of future applications. The City may withhold the bonds, any portion of the bonds and or apply appropriate penalties for the following reasons:

- There is any damage to the City's buildings, reserves or equipment caused during the activity or keys are not returned by the required dates;
- The permit conditions have been breached;
- The facility is not left in a clean and tidy condition;
- The facility or reserve is not adequately secured at the end of the event;
- Smoking internally and or unauthorised consumption of alcohol has occurred; or
- The City receives any substantiated community complaints as a result of any antisocial behaviour of patrons and or unauthorised activities at the event.

Anyone requesting the sale of alcohol is required to obtain the relevant licence from the Department of Liquor, Gaming and Racing under the requirements of the Liquor Licensing Act (WA) 1988 and the Public Places and Local Government Property Local Law 2011.

The applicant is to seek advice from the City's Environmental Health Services on 9474 0777, if the applicant has requested or requires the following:

- Information on noise level's if it is expected that the noise to be emitted from the event, particularly for amplified / live music, will exceed the Environmental Protection (Noise) Regulations 1997;

- Toilet facilities to cater for the event, in addition to on-site facilities already being provided by the City's Public Toilets;
- Rubbish bins to cater for the event. An Environmental Health service fee allows for up to 4 bins to be provided at the applicants expense, dependant on the type of event. If it is determined that additional bins are required, they can be made available at an additional cost;
- Food, drink or any other stalls for either sale and or provision for the event require a City of South Perth Trading License. This must be submitted and approved no less than 10 days prior to the event.

The City's Community Ranger personnel do not work as Police and do not have the power or authority to remove any persons from the reserve. Ranger Services will be employed by the City where alcohol, large numbers of people, and or after hours events occur, at the applicants expense, for the following purposes:

- To meet the on-site contact at the commencement of the event to sign and confirm the Permit and Function Checklist;
- To check that unauthorised and or excess alcohol is not being served;
- To monitor noise and or other council issues that may arise;
- If things get out of hand, to call the police;
- Assistance for rate payers and residents, if they have issues with the function, through the after hours communication strategy;
- To monitor that the function is not going outside of its Permit Conditions; and
- To ensure the official Permit holder has access to the appropriate zone hired.

Vehicle access will only be granted to unload and load equipment, attendees and/or materials for the function. Access keys will be made available by the City and must be picked up from the South Perth Community Centre 24 hours prior to the function. Fees, charges and bonds will apply. Vehicles must observe a **10km/hr** speed limit whilst on a reserve and all access gates must be kept closed. Only those vehicles stipulated on the Function Permit will be permitted on the reserve, with penalty for non compliance imposed under the Public Places and Local Government Property Local Law 2011.

Applications requesting approval for the use of helicopters on any Public Property must provide the City with acceptance and confirmation of compliance with the standard Civil Aviation Safety Authority (CASA) Guidelines. The City must sight confirmation of agreement and be satisfied with documentation and proof of meeting these guidelines prior to approval. Fees, charges and bonds will apply.

For the set up and implementation of Fireworks on any property within the City of South Perth, the City must receive a copy of a granted application form signed by the Department of Mines and Petroleum on behalf of the client and include approval from subsequent authorities including the Police and Fire and Emergency Services Authority (FESA). As part of community consultation, the fireworks contractor must ensure that any facility within 500 m of the launch point is notified fourteen days (14) days before the event. Notification in the form of personal contact or via a specific letterbox drop is preferred, as normal mail deliveries can be delayed and may not arrive until after the event. Notification must include the exact day/s, times and durations of the fireworks display. Contact with Perth Zoo must also be made (via email and sms) as per below. Copies of any written notification must be submitted to the City as proof of compliance prior to any approval being granted from the City.

Large events which may include music and/or fireworks are responsible for contacting Perth Zoo (via email and sms), outlining exact times and durations of disturbances and gaining receipt of communications from Perth Zoo. In regard to music/noise events, any surrounding facilities which may

be directly and/or adversely impacted must be notified in the form of personal contact or via a specific letterbox drop outlining the specific activity and duration of the event. Copies of any written notification must be submitted to the City as proof of compliance prior to any approval being granted from the City.

Groups wishing to conduct pony/horse rides and or animal shows on any reserves are required to provide relevant Public Liability insurance to the City and abide by 3 (three) conditions outlined below. Only after the sighting of the insurance forms, fees being paid and acceptance of these conditions, will the Permit be considered:

- The area to be used by the animals or pony ride is to be fenced to contain the activity or alternatively the animal is to be tethered to a secure point;
- All waste to be wrapped prior to placing in the specifically marked bins provided; and
- No amplified music or PA system is permitted in conjunction with this activity.

Groups or individuals wishing to provide Personal Training or Fitness classes on any reserves are required to complete a Personal Trainer Reserve Booking Form in conjunction with a Traders Licence Application and provide relevant Public Liability insurance to the City, proof of Qualifications to run these classes and abide by the conditions outlined below. Only after the sighting of the insurance forms, fees being paid and acceptance of these conditions, will the Permit be considered:

- You must at all times when operating, display a permit sign, carry an official reserve permit and a traders licence. All of these will be issued by the City;
- A certificate of currency for Public Liability Insurance cover must be provided to the City prior to commencing;
- All patrons must abide by the parking regulations surrounding the reserve;
- No vehicles are to enter onto the reserve area without prior permission from the City. Where a permit has been given for vehicle access the vehicle must be driven at a maximum speed of 10 km per hour with hazard lights on at all times.
- If there is damage to the reserve through your use the applicant will be responsible for costs of reinstatement.
- Ground use will be taken on the reserve in “as is” condition. The City will maintain the grounds after an event occurring in the area where this fits in with the maintenance schedule, but will not be held responsible for any mess in the area due to delays in the clean-up process.
- All pathways (cycle paths/walking paths) are to be kept clear and unobstructed of activity or related equipment.
- Under no circumstances should anything be tied or attached to trees or features of the park by any means
- The grounds maintenance schedule cannot be altered to accommodate fitness classes and all participants must give way to City staff/authorised club representatives or move to an adjacent area if possible.
- The reticulation schedule cannot be altered to accommodate fitness classes which may result in the grass being wet during early morning classes. During the summer months the program of watering may continue until 7.00am and class participants may be required to move to an adjacent area if possible and when needed.
- All classes must adhere to the *Environmental Protection (Noise) Regulations 1997* which does not allow for excessive noise prior to 7.00am from Monday - Saturday and prior to 9.00am on Sundays and Public Holidays. These noises include and are not limited to activities that involve excessive shouting, loud voice calls or instructions, amplifiers or loud music. The City will allow the classes to run to their scheduled times, subject to compliance of the above.

- In the event of another booking on the reserve you may be asked to source an alternative location. The City will endeavour to advise you of any date clashes to allow you adequate time to source an alternative venue.
- Activities are not permitted in children's playgrounds;
- Groups must not contain over 30 participants
- Applicants must apply for permission to erect advertising signs and banners, temporary or otherwise;
- Any activity that is deemed to be aggressive or intimidating in nature whether real or perceived by participants or the general public is not permitted. Complaints received by the City in relation to any anti-social behaviour will be investigated and may result in the cancellation of your Permits.

It is the Clubs or groups responsibility to ensure that persons working with children comply with the 'Working with Children (Criminal Record Checking) Act 2004. Every hirer / person shall observe all conditions of the Local Government Act and Public Places and Local Government Property Local Law 2011.

General user group responsibilities for all reserves must:

- Show respect and courtesy for other users of the facility and any other people who are nearby and take responsibility for the actions and behaviours of all attendees whether or not they have been formally invited;
- Not display signs in, on or outside facilities without the City's consent;
- Ensure reserves are vacated by 11pm or as stated on the function permit and secure the premises by closing and locking all gates opened upon completion;
- Ensure that the area is left in a clean and tidy state and no damage is caused, and place all rubbish in the relevant bins as marked and or provided;
- All liquor is to be consumed in a safe and responsible manner so as not to interfere with the enjoyment of any person using the property; and
- All applicants, if requested by the City, MUST provide an On Site contact and attend an On Site meeting to complete the Function Checklist prior to commencement of event.

## Specific to active reserves/playing fields (in addition to all other conditions)

Use of pavilions, change rooms and or toilets within a sports pavilion on active public reserves must be arranged with the pavilion lessee of that ground where applicable, or, in the absence of a lessee, the City. All clubs controlling change rooms and pavilions are required that in the event of hire of the grounds, the change rooms must be made available to the hirers. The clubs are permitted to charge for the cost of cleaning and other expenses and to impose a bond against possible damage.

It is to be noted that it is an offence to drive or stand any type of vehicle on the reserve except on those parts of a reserve set aside as roads, driveways or vehicle parking areas. The Club is to ensure that all members and spectators are made aware of this offence. The City's Community Rangers patrol the reserves regularly and will issue infringement notices to offenders.

Summer sports seasons are to run exclusively between; October 1 to March 31 inclusive. Winter sports seasons are to run exclusively between April 1 and September 30 inclusive. Pre-season training will be permitted subject to the approval of the incumbent Organisation and the City.

All outstanding monies in relation to previous seasons ground allocations must be paid prior to the commencement of the season. Failure to do so will result in the loss of the ground for that season. Costs associated with the cleaning of the club rooms on a weekly basis will be the responsibility of the incumbent club in addition to all and any Lease or Permit Clauses.

Should any other club, organisation and or association approach any sporting club for use of the ground on any day not being used, it must be directed to the City and on no account must private arrangements between clubs and or groups be made.

Where change rooms/pavilions/clubrooms not under lease agreement are used by a club, all associated costs such as electricity and gas consumption are to be paid for by the Club. The club will ensure that it has adequate Public Liability Insurance cover and any other insurance cover deemed necessary by the City, and shall indemnify the City for any loss or damage caused by the club, its members, players, spectators and competitors to any person or property whatsoever. Proof of such policies must be sighted by the City prior to the commencement of the season.

During the times the club occupies the change rooms and playing fields, it will be responsible for the conduct of persons partaking in its activities and particularly applied to evenings when facilities are used for training. All club equipment and property, including goal posts, ground marking equipment etc is to be removed from the reserve on completion of the seasonal hire period. All sporting clubs are required to be incorporated and failure to do so will result in loss of the use of a ground/s.

The marking of sports grounds are the responsibility of the incumbent club using the ground during the allotted sports season. Only commercially available grass line marking liquids containing PVA ingredients only which are environmentally friendly and safe to use will be permitted in the marking out of playing field dimensions. The use of herbicides; creosote, kerosene, diesel, oil or any other substance which will result in adverse effect to the turf will not be permitted. Any club who uses such substances will be required to carry out the necessary remedial work as determined by the City Environment Manager to rectify the situation. Alternatively the City will repair and maintain any damage caused to the playing surface with the relevant club being liable for all costs incurred by the City.

The City supports the principle of advertising/sponsorship on sporting reserves to assist sporting organisations offset operational costs. An annual advertising fee is applicable. Upon receipt of all permits for the proposed sign(s) the Manager, City Environment, by delegated authority, is authorised to issue a permit under the relevant policy without reference to the City. Approval will be granted on the reserve only and not on any part of the external part of a building. This excludes use of Sir James Mitchell Park and adjacent areas to the Swan and Canning Rivers, any buildings, permanent signage, and the Collier Park and Royal Perth Golf Courses. Incorporated Not for Profit community groups may seek this advertising approval for Sir James Mitchell Park under the same Policy. The conditions for advertising/sponsorship and/or signage is detailed in the City's Advertising on Reserves Policy.