

TERMS AND CONDITIONS OF OCCUPANCY – CASUAL USE

The following terms and conditions apply to casual use events being held on City managed parks, gardens and sporting reserves. They have been set to assist the preservation and community enjoyment of City facilities. If you have any queries in relation to the terms and conditions, please call the City of Greater Bendigo on **1300 002 642**

The hirer is responsible for:

- **Reporting any after hours issues/incidents to the City's after hours number immediately on 1300 002 642.**
- Ensuring confirmation of your booking has been received prior to your event and proof of your confirmed booking can be supplied during the event if required. A booking does not provide you with exclusive use of the location.
- Ensuring full payment of your booking has been received by the City of Greater Bendigo prior to your event - failure of payment prior to your event may result in your booking being revoked.
- Ensuring Public Liability Insurance to a minimum of \$10million for a single claim is in place for the event.
- Carrying out an assessment of the hired location prior to the commencement of the event to ensure it is safe to proceed - any hazardous maintenance issues that require immediate attention must be reported to the City without delay.
- Ensuring the facility or utilities occupied by the event are locked and secured and keys are returned to the City in a timely manner, if applicable.
- Ensuring that the park, garden or sporting reserve and its surrounds used by your event are kept in good order and in a clean and tidy state at all times.
- Managing and disposing of waste responsibly during and immediately after the event.
- Complying with all Local Laws, Victorian and Commonwealth legislation and regulations and directions from the Environment Protection Authority and Victoria Police relating to the care, protection and management of the event, attendees/participants and the event location.
- Notifying the City of Greater Bendigo if you need to cancel or postpone your event due to inclement weather or unforeseen circumstances.
- Negotiating with the sporting reserves committee or tenant club/s for use of their toilets, change rooms, pavilion or equipment such as but not limited to; temporary goals, goal post pads, netting, line marking equipment etc if available for use. Noting that the committee/club may levy charges for use of their facilities, equipment and/or services.
- Avoiding high use areas such as turf wickets and goal areas if carrying out training or activities on a sporting reserve.

Should the park, garden or sporting reserve not be left in a satisfactory condition post event, the hirer will be charged with the full costs of any cleaning or repairs required.

Further conditions and information

1. The parks, gardens and sporting reserves available for booking are public spaces. A booking does not provide the hirer with exclusive use of the park, garden or sporting reserve referred to in the application form.
2. Vehicle access into the park, garden or onto the sporting reserve is not permitted at any time.
3. The use of confetti, rice or similar is not permitted.
4. If City utilities including water and power are available at the event location, permission for use must be sought.
5. The location of underground services must be sought before driving any pegs or posts into the ground. Repair costs for any damage to underground services shall be paid by the hirer.
6. It is the event organiser's responsibility to ensure any third party contractors utilised for the event have appropriate insurance, permits and licenses in place.
7. Future hire of City of Greater Bendigo facilities will not be considered where any hire fees from a prior booking remain unpaid or the conditions of occupancy have not been adhered to.
8. Use of amplified music, announcements and event noise must adhere to the Environment Protection Authority (EPA) guidelines. Further information can be found at <http://www.epa.vic.gov.au/your-environment/noise>
9. If the event is being held in one of our designated dry zone areas, additional Local Law permits will be required should you wish to serve alcohol. Locations of the dry zone areas can be found at <http://www.bendigo.vic.gov.au/About/Document-Library/community-local-law>. The serving and/or selling of alcohol at an event requires a license through the Victorian Commission for Gambling and Liquor Regulation (VCGLR). Further information can be found at <https://www.vcglr.vic.gov.au/>
10. Use of temporary structures for the event including staging, marquees, fencing, lighting, decorations etc. require approval from the City of Greater Bendigo. Subject to size, they may also require a Places of Public Entertainment (POPE) permit. Further information on POPE permits can be located at <http://www.bendigo.vic.gov.au/Services/Building-and-Planning/Building-Services/Building-Permits>

11. All temporary and mobile food premises including food vans must be registered with council and Streatrader before selling any food and/or drink. Further information can be located at <https://streatrader.health.vic.gov.au/> or by contacting the City of Greater Bendigo's Environmental Health and Local Laws Unit on 5434 6000.