

Policy number	Policy 226
Policy title	Recreation reserves hire
Strategic outcomes supported	EN5 – Appropriate and sustainable facilities for everyone that are well built, well maintained and well managed.

Policy objective:

To enable the hire of recreation reserves.

Policy scope:

This policy applies to the hire of recreation reserves by members of the general public, private organisations, and Town officers.

Policy definitions:

Hirer refers to:

- a. any person or organisation, including members of the general public, private organisations, or Town officers, applying to hire a recreation reserve.

Policy statement:

1. Any prospective hirer 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 will 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. An event which, in the opinion of the Town, likely to adversely affect the comfort and convenience of nearby residents will be referred to Council.
5. 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.
6. Notification to local residents is required for all events over 500 people or in instances outlined below, even with fewer than 500 people attending:
 - Amplified sound or significant noise levels,
 - The likely attraction of a significant number of people,
 - The likely occurrence of parking difficulties or disruption to the normal traffic flow,
 - Any road closure, or
 - Any other action likely to significantly inconvenience or disrupt the locality.

- The costs and responsibility associated with notifying the local residents in writing are to be met by the hirer of the park or reserve.
 - Minimum information requirements to be included in resident notification are:
 - Time(s), date(s), and location(s) of the event or booking site set up and pack down schedule,
 - Time(s), date(s), and location(s) of the event or booking,
 - Information regarding the nature and purpose of the event or booking,
 - Any relevant non-noise related information such as traffic management (temporary road closures), security, and public transportation for the event,
 - Contact details for a Town officer for any questions or concerns the resident may have,
 - Copy of notice to be provided to and approved by Town officers prior to being sent, as well as a clearly identified map of which residents will be notified,
7. Where notification is required for events with 500 or fewer people expected to attend, all residents on each immediately adjacent street should be notified. For events with greater than 500 people expected to attend, all residents within a 300m radius of the event should be notified. 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.
 8. 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.
 9. 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.
 10. 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

[Policy 261 Sustainable Events](#)

Responsible officers	Leisure Facilities
Policy manager	Manager Business Services
Approval authority	Council
Next evaluation date	May 2028

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	Reviewed and amended	20/05/2025	Council	95/2025	Item 11.3