



Burwood^{Inc.1874}

Burwood . Burwood Heights . Croydon . Croydon Park . Enfield . Strathfield

COMMUNITY FACILITIES AND PARKS HIRE POLICY

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1. Purpose

Burwood Council owns and manages a number of community facilities, parks and reserves which are available for hire for community, sporting, commercial and private purposes.

This Policy provides a clear framework for the management and use of community facilities and parks, contributing to the strategic directions outlined in the Community Strategic Plan – *Burwood 2036*.

The purpose of this Policy is to:

- Promote equitable access to community facilities and parks;
- Ensure that community facilities and parks are affordable, with a sliding scale of fees that align with hirer categories and concession rates;
- Support the community to engage in social, cultural, recreational, sporting, civic and educational activities across Council's network of community facilities and parks, which strengthen community connections and local participation.

2. Scope

This policy applies to all Council owned community facilities and parks available for hire. It does not apply to properties that are leased from Council, and for which contractual lease agreements have been established.

The policy is applicable to Government agencies, schools, sporting associations, commercial entities, individuals, community groups and/or community organisations applying to hire community facilities and parks, as well as Council officials.

3. Definitions

Hirer/Applicant – a person, group, organisation or commercial entity applying to Council to use a community facility or park.

Casual Hirer - a person, group, organisation or commercial entity that hires a community facility less than twelve times per year.

Regular Hirer - a person, group, organisation or commercial entity that hires a community facility more than twelve times per year.

Seasonal Hirer - a person, group or organisation that hires a park or reserve more than twelve times per year. Public holidays are excluded from seasonal hire arrangements – they are only available on a casual hire basis.

Park/Community Facility - a built structure or building, park, reserve, sportsground or open space available for hire from Council.

Community Centre/Venue – Council owned and managed spaces hired to the community for regular or one off events and activities. These spaces are multi-use, multi-purpose and accessible to the public.

4. Facilities and Parks for Hire

Council determines which community facilities and parks are available for hire and the periods available for hire.

Community facilities available for hire include:

Community Facility	Location	Permissible Uses
Burwood Park Community Centre	2B Comer Street, Burwood	Exercise, Community Events and Programs, Meetings, Private Hire, Private Functions
Burwood Park Pavilion	Burwood Park	Exercise, Community Events and Programs, Performances, Private Hire
Community Hub	8 Conder Street, Burwood	Meetings, Exhibitions, Community Programs, Training, Conferences, Private Hire
Fitzroy Hall	22 Church Street, Burwood	Exercise, Community Events and Programs, Markets, Meetings, Private Hire, Private Functions
George Street Centre	49 George Street, Burwood	Meetings, Community Programs, Art/Craft Activities, Worship Services, Private Hire
Henley Park Community Room	Portland Street, Enfield	Meetings, Exercise, Community Programs, Private Hire, Private Function
Woodstock Community Centre	22 Church Street, Burwood	Exercise, Community Events and Programs, Markets, Meetings, Private Hire, Private Functions
Conder Street Car Park & Unity Lane	2 Conder Street, Burwood	Council Partnered Events

Parks and reserves available for hire include:

Park / Reserve	Location	Permissible Use
Blair Park	Blair Avenue, Croydon	Sporting Activities
Burwood Park	Comer Street, Burwood	Markets, Community Events, Sporting Activities, Private Hire
Flockhart Park	Hextol Street, Croydon Park	Sporting Activities
Grant Park	Shelley Street, Enfield	Sporting Activities
Henley Park	Portland Street, Enfield	Sporting Activities, Community Events, Private Hire
Wangal Park	Royce Ave, Croydon	Sporting Activities, Community Events, Private Hire
Woodstock Park	Church Street, Burwood	Markets, Community Events, Private Hire
Jackett Reserve	Belgrave Street, Burwood	Sporting Activities, Private Hire
Keith Smith Reserve	Brighton Street, Croydon	Sporting Activities, Private Hire
Martin Reserve	Seymour Street, Croydon Park	Sporting Activities, Private Hire
Sanders Reserve	Norwood Street, Burwood	Sporting Activities, Private Hire

Council Parks and Reserves have specific Plans of Management. A breakdown of hireable areas within each park will be made available on the Council website at www.burwood.nsw.gov.au

5. Hirer Categories and Concessions

The following Hirer categories and concessions apply to Community Facilities only.

The Hirer categories have been established to ensure Council accommodates a diverse range of activities and users that meet the needs and interests of the community. The community facilities concession application provides a transparent and accountable process for determining the rate charged for each Hirer.

There are three Hirer categories for Community Facilities:

- Category 1 Commercial, Business, Government Agencies and Private Hirers
- Category 2 Non Profit Organisations
- Category 3 Seniors Groups, Students, Burwood Community Groups, Emergency Services and Local Political Groups

To be eligible to receive a concession under Categories 2 and 3, Hirers must complete and submit a Concession Application Form and supply supporting documentation. Note: The submission of an application does not guarantee approval of a concession rate. Each application will be assessed on merit and the applicant informed accordingly.

Category 1 – Commercial, Business, Government Agencies and Private Hirers

Full standard fees are applied to this category.

Examples of Hirers in this category are:

- Groups not defined as not for profit or providing a local community benefit.
- State, Federal and Local Government (except where Burwood Council is the user or sponsor of an event).
- Commercial organisations for the purpose of conferences and seminars.
- All activities generating income for profit.

Note: A function hire rate applies to private parties, birthdays, weddings, receptions, dinners and dances.

Category 2 – Non Profit Organisations

Groups or organisations must be able to demonstrate that they meet one of the following criteria:

- Are an incorporated association under the *NSW Associations Incorporation Act 1984*.
- Registered under the *Charitable Fundraising Act 1991*.
- All funds of the group are used to achieve the organisation's objectives and are not distributed to members.

Council will also require the following documentation for regular hire applications:

- Annual audited report including financial statements.
- Funding agreements, including funds received from the Government to support the costs of the organisation's operation.

Examples of Hirers in this category are:

- Schools, registered charities, incorporated organisations, religious/spiritual groups, clubs/leisure/education/amateur sporting/lifestyle organisations.

Category 3 – Burwood Community Groups, Seniors Groups, Students, Emergency Services and Local Political Groups

Burwood Community Groups

Consideration of a community hire concession fee is based on the following:

- Evidence of community, charitable, non-profit or local political group status.
- The proposed use of the facility provides service to the local community of the Burwood Local Government Area (LGA) and a minimum of 50% of participants must be residents of Burwood LGA. Council may require a list of participants and addresses as supporting documentation.
- Applicants must specify the purpose of the hire and benefit to the community for a Category 3 concession.

Examples of Hirers in this category are:

- Voluntary unincorporated community groups or similar types of groups that undertake fundraising.
- Hirers in this category may only charge a maximum of \$10.00 per participant, per session.
- Hirers in this category must submit their supporting evidence on an annual basis to ascertain their eligibility for a discount.

Seniors Groups

Seniors groups are able to apply for a concession if a minimum of 50% of participants are over the age of 60 and must be residents of Burwood LGA. Either drivers' licences or seniors' cards are to be provided to Council as supporting documentation.

- Hirers in this category may only charge a maximum of \$10.00 per participant, per session.
- Hirers in this category must submit their supporting evidence on an annual basis to ascertain their eligibility for a discount.

Students

Students attending secondary school are able to apply for a concession. A student discount applies to students under the age of 18.

- Evidence of student status is required with either photo or student ID card.
- Hirers in this category must submit their supporting evidence on an annual basis to ascertain their eligibility for a discount.

Emergency Services

Emergency services are the public organisations which provide emergency services including Rural Fire Service, Police, Ambulance, State Emergency Service and Fire and Rescue

- Evidence of status is required on a letter head with an ABN number.
- Hirers in this category must submit their supporting evidence on an annual basis to ascertain their eligibility for a discount.

Local Political Groups

A political group is a group consisting of political parties or legislators of aligned ideologies.

A local party organisation is an organisation that is responsible for a political party's activities below the state level (such as city, county or district level) but is not registered with the Federal Election Commission (FEC) as a district or local party committee.

- Evidence of status is required on a letter head and with an ABN number.

- Hirers in this category must submit their supporting evidence on an annual basis to ascertain their eligibility for a discount.

Parks and Reserves

Park hire rates are heavily subsidised by Council. Sporting Associations that hire a playing field for more than 8 consecutive weeks per annum have access to seasonal hire rates. Groups or organisations must be able to demonstrate that they are an incorporated association under the *NSW Associations Incorporation Act 1984*.

There are specific fees and charges for local and non-local schools in the Schedule of Fees and Charges.

6. Other Policy Requirements

Right to Refuse, Cancel or Add Conditions

Council reserves the right to refuse an application for hire, or to cancel any reservation already made and to refund hire and bond payments.

Council will endeavour to provide reasonable notice when a booking is cancelled. Council may cancel a booking if:

- Council becomes aware that an event, activity, goods or service proposed by the Hirer is/are objectionable, dangerous, prohibited by law, pose a safety threat, or inappropriate impact on local residents.
- The community facility or park is required for Council activities or Local Government, State or Federal elections.
- The hire fees and/or bond have not been paid.
- Maintenance or repairs are being carried out on the community facility or park.
- Any other unforeseeable event or situation that may render the facility unfit or unavailable for use.
- If the activity is not consistent with Council values.
- Council becomes aware that the facility is not being used for the agreed time and purpose specified on the application.

Council shall not be liable in any way for any loss or damage or otherwise in consequence of the exercise of this right.

Council may request or apply any of the following conditions:

- Evacuation plan
- Security guards to monitor private functions/parties
- Additional security bonds based on the nature of the event
- A liquor licence and/or a person with a Responsible Service of Alcohol licence at the function
- Hirer to notify Burwood Local Police
- Safe Work Method Statements
- Risk assessment
- Any other fees or conditions relevant to the proposed activity.

Alcohol

Hirers intending to sell alcohol for a one off event are responsible for obtaining a (Limited licence - single function) from the NSW Office of Liquor and Gaming Authority (www.liquorandgaming.nsw.gov.au) at least 28 days before the event. A copy of the licence must be supplied to Council and displayed at the venue during the function. Should Council determine a

security guard or guards are required the hirer must provide Council with proof of the security contractor engaged, including a copy of signed contract and paid invoice at least one week prior to booking date.

If no alcohol will be served or sold, a Statutory Declaration must be signed stating that no alcohol will be consumed at the function and submitted with the application.

Burwood Council has established Woodstock Park, Burwood Park, Russell, Reed and Martin Reserves as Alcohol Prohibited Areas from 6pm – 8am seven days a week.

Smoking

Smoking is banned in spectator areas at public sports grounds, playgrounds and other recreational areas in NSW. Smoking is not permitted in any Council building and within 10 metres of Council owned buildings and facilities.

7. Related Information/Glossary

Related Council policies and procedures:

- Community Strategic Plan, Delivery Program and Operational Plan
- Terms and Conditions for Community Facilities and Parks
- Site Plans for Parks and Reserves
- Floor Plans for Community Facilities
- Adopted Schedule of Fees and Charges
- Child Safety and Wellbeing Policy
- Disability Inclusion Action Plan
- Smoke-Free Environments Policy
- Prohibition of Alcohol in Public Spaces Policy

Review

To be reviewed every four years.

8. Contact

Manager Customer Experience and Business Improvement - 02 9911 9911.