



Reserves - Terms and Conditions of Hire

Applications/Bookings

Application

Applicants must be at least 18 years old.

Applications must be submitted via the City of Stirling booking application form.

All information provided must be true and accurate.

Casual reserve hire booking applications must be submitted at least 15 business days prior to proposed booking date.

School carnival booking requests must be submitted 30 days prior to the proposed booking date.

The City will request seasonal sports club applications at least 60 days prior to the start of the season.

Public Liability and Insurance

A certificate of Currency (Public Liability Insurance) must be submitted with the hire application form for sports club bookings and bookings open to the public (not for private bookings).

The hirer is responsible for public liability related to their activities, as well as insurance for their equipment or supplies stored at a City facility.

The City of Stirling's public liability will only cover injury, loss, or damage due to proven neglect or default by the City. The City will not accept liability for any damage, theft, or loss of items belonging to or under the hirer's responsibility.

Access and Usage

Submission of the application form does not guarantee that the booking will be approved.

Access to the reserve is limited to the dates and times in the booking confirmation. Hirers must start and finish on time and cannot access outside specified hours. Set up (bump in) and pack away (bump out/clean up) time must be included on the application and in the booking time.

Booking confirmation does not grant exclusive use of the beach/reserve unless it's for approved licensed/ticketed events.

Events

An event application form is required if the expected attendance is over 100 people. This must be submitted a minimum of 12 weeks prior to the proposed event date.



Booking Changes

Any changes to the booking, including time extensions or reductions, date changes, and venue changes, must be submitted in writing to active.communities@stirling.wa.gov.au

Cancellations by the City

The City of Stirling reserves the right to provide thirty days' written notice to amend or cancel a booking for council business.

However, in the case of unforeseen circumstances where advance notice is not possible, the City may need to cancel or modify bookings with shorter notice.

Health and Safety

The City reserves the right to decline, suspend, or cancel any booking for health and safety reasons or if the booking poses a risk to the City or the community. Bookings will be rescheduled where possible. The City's Officers may close any function/event at any time due to breaches of the Terms and Conditions of Hire.

Cancellation Notice for Hirers

Should you wish to cancel your booking, we require **5 business days' notice, in writing to** active.communities@stirling.wa.gov.au.

In the case where the hire fees have been paid, all money will be refunded. No cancellations will be made after the booking has passed.

Casual Hirers: For casual or one-off bookings/events, if notice is given less than five business days before the event, the hirer will be responsible for the full cost of the booking/event, minus the bond/security deposit.

Charges and Payment of Accounts

Payment

All confirmed reserve bookings must be paid for in accordance with the City's current fees and charges. By paying and using the reserve the hirer agrees to all Terms and Conditions of Hire in this document and any additional conditions set by the City.

Fees and Charges

Charges for hire and bonds follow the current Fees and Charges Schedule endorsed by the Council. The Fees and Charges Schedule provides both a community and commercial rate of hire for all reserve hire bookings.

Community Rate

The community rate is for groups or individuals using Reserves for non-commercial purposes, like hosting free events or recreational activities.



Commercial Rate

The commercial rate applies to bookings where the Reserve is hired to make a profit by an individual or organisation.

Payment Terms:

- **Seasonal Hirers:** Team fees are due 60 days after commencement of season.
- **Casual Hirers:** Full payment due **7 business days before** the first booking.
- **Other invoices:** All other invoices, including Floodlighting fees are due 30 days after invoice has been issued.

Payment Methods

Payments can be made in person, via internet banking or via telephone. Please refer to the tax invoice for all available payment methods.

Access to reserves

Access to a Reserve will not be granted if payment has not been received prior to the first booking date.

Bond Payments

Bond Payments

A bond as per the fee schedule will be applicable to all school carnival bookings and events on active sporting reserves.

A pre-authorized bond is payable in person or over the phone to a booking officer, at least 3 days prior to the booking.

The bond will be held by the City until the keys are returned (if applicable), and an inspection of the reserve has been completed.

Bond Refunds and Forfeitures

Bond refunds will only be issued to the original payee and cannot be provided in cash. Full refunds will only be processed if all Terms and Conditions of Hire have been adhered to. The bond covers:

- Any breaches of the Terms and Conditions of Hire
- Damage(s) to the turf or equipment on the reserve
- Additional cleaning
- Additional access to the reserve outside the allocated time
- Any false or misleading information is given regarding the nature of the booking



- Security callouts
- Loss of keys

Liability for Exceeding Costs: The hirer will be liable for all costs exceeding the bond amount deposited. In the event no bond was charged, the hirer will be liable for the full cost(s) and will be invoiced accordingly.

Community Complaints: The bond will be forfeited in the event of any substantiated community complaints regarding antisocial behaviour or activities attributed to patrons of the function held on the reserve

Adherence to Additional Conditions: Additional conditions may apply to a booking and will be listed on a separate document. The hirer must adhere to all terms and conditions associated with their booking.

Keys and Security

Key Collection and Return

Keys are to be collected between 9.00am – 4.00pm, Monday – Friday, from the City's Main Administration Building and returned on the next available business day. Regular/ ongoing booking may hold the keys for the duration of the booking.

Key Replacement Fee

An additional fee will be charged for the replacement of any misplaced or lost keys as per the current fees and charges.

Reserve Infrastructure

Reserve Condition

The City will make every effort to provide a clean and tidy reserve and or venue and ensure all utilities, services, and equipment are in proper working order. However, it will not accept responsibility for breakdowns beyond its control.

Floodlighting on Reserves

Floodlights are provided on most active sports reserves;

Casual hirers can request floodlighting access for their booking through the Active Communities team.

City of Stirling clubs are issued eSwitch access to manage the floodlights for their approved booking times only.



Floodlights are available till 9.30pm. Fees are applicable for the usage of floodlights as per the current fees and charges.

Where floodlights do not turn on at the requested time, please contact the City via our afterhours number of (08) 9205 8555.

Sports Infrastructure

The maintenance installation and removal of goals and cricket mats are the responsibility of the City. Goal post padding and safety equipment is the responsibility of the hirer.

Metal pegs are not permitted, only plastic pegs can be used to secure goals.

Restrictions

Alcohol Consumption

It is illegal in Western Australia for people of any age to drink alcohol in public places such as streets, parks, or beaches (excluding licensed areas). For more information, visit the WA Police website.

Commercial Use

City of Stirling reserves cannot be used for commercial retail purposes unless otherwise approved.

Helium Balloons and Confetti

Throwing rice, confetti, or similar materials is not permitted on any reserve. Helium balloons must not be released on parks, reserves, or beaches. Fresh flower petals are acceptable.

Smoke-Free Policy

All City of Stirling facilities and public open spaces are strictly "Smoke Free." Smoking and vaping are prohibited inside the venue and within 10 metres of any entry or exit doors. No open flames, such as candles, are allowed inside the venue.

Noise and Event Guidelines

Noise levels must comply with The Environmental Protection (Noise) Regulations 1997 and must be kept at a reasonable level. To minimise noise impact on neighbouring properties, all external doors should remain closed during the booking. For further advice, contact the City of Stirling Environmental Service at (08) 9205 8555. For further information please see the [Environmental health Noise information guide](#)

Hirers Responsibilities

Line marking

Line marking must be approved by the City. It is the responsibility of the hirer utilising the reserve space and is to be completed no earlier than one-week prior to the first match play.



Please refer to the City of Stirling Line Markings on Reserves policy: [City of Stirling Line Marking Policy](#)

For further information regarding line marking, please contact Active Communities directly.

Liquor licenses

An Occasional Liquor Licence is required if alcohol will be sold or provided under a door/cover/ticket charge. It's the hirer's responsibility to obtain this licence, which must be approved at least 10 business days (two weeks) before the event. For more information, visit www.rgl.wa.gov.au. Additionally, the hirer must register medium/large scale or high/major risk events, or licensed events, with the local Police station.

Attendee Behaviour

The hirer is responsible for the conduct of all attendees. All patrons are required to treat other hirers, occupants of nearby residents, and City of Stirling staff with respect and courtesy. Bookings associated with bullying, abusive, or antisocial behaviour may result in disciplinary action.

Vehicle access & Parking Regulations

The hirer must state of their application form if they would like vehicle access to the reserve. Application does not guarantee approval. Approval will be provided in writing.

If approval is granted it is the hirers responsibility to ensure that any vehicle movement through the area abides by the following:

- vehicles must remain off the playing surface and must stay on the perimeter of the reserve.
- vehicle must not exceed 8km/hr
- Hazard lights must be used
- Any damage to the reserve from approved vehicle access may incur costs for repair.
- Vehicles must not remain on the reserve and vehicles need to be parked in allocated parking bays.

Waste Services

It is important to maintain a high level of cleanliness and the disposal of waste is the responsibility of the hirer. The hirer may be required to request additional waste services. If additional bins are required, this will be at a cost the school /event organiser. Please contact the Waste Services Team directly on Waste.Services@stirling.wa.gov.au or 9205 8555 for more details.

First aid and Emergency Evacuation

The hirer is responsible for first aid and emergency management. In the event of an emergency evacuation, the hirer or event organiser must account for all guests and report to the Emergency Responding Officer.

In the event of an emergency please call 000 for urgent ambulance, fire or police assistance.



Structures and Activities

The hirer is responsible for seeking approval from the City and obtaining necessary approvals, such as Health and Compliance approval and or insurance for all:

Structures - including marques or stages;

Activities - including bouncy castles or animal farm; and

The sale/ provision of food – including food trucks.

Approvals and Compliance

Compliance with Working with Children (WWC) Check is a compulsory. WWC is a screening strategy for people engaging in child-related work in Western Australia (WA) Please visit the website for [more information](#).

Signage and Equipment Storage

Any signage, advertising, or storage of equipment must be approved by the Active Communities Team. The City takes no responsibility for any equipment stored on the reserve.

Reporting Injuries and Incidents

To report illegal or criminal behaviour please contact the WA Police on 131 444

Any injury, accident, or incident must be reported to a City of Stirling staff member immediately or as soon as possible.

Reporting Damage

Any damage, whether accidental or malicious, must be reported to the City of Stirling Security Service immediately by calling 1300 365 356 and then followed up in writing.

End of Event/Booking and Cleaning Requirements

At the conclusion of the booking the hirer must leave the reserve and toilet/clubrooms (if applicable) in a clean and tidy condition

Reserve Inspection and Bond Assessment

At the conclusion of the booking/event, an inspection will be conducted on the next available business day to assess the condition of the reserve and note any damages. The results of this inspection may affect the return of the bond.

Disputes and Feedback

Any disputes, feedback, or complaints must be submitted via email active.communities@stirling.wa.gov.au