SECTION 1: INTRODUCTION

1. All facilities owned or managed by Waratah-Wynyard Council (WWC) require a booking, the completion of a WWC Facility Booking Form and approval by the WWC.
2. Requested uses of facility features not managed by WWC should be negotiated with the user group that manages that aspect of the facility.
3. Parks and reserves and beaches can be booked for uses, such as a wedding, but users need to be aware that WWC cannot exclude the public from these public open spaces.
4. Council processes bookings of beaches for uses such as school picnics or surf carnivals to help prevent overcrowding and because it manages waste, open space and public toilets but does not accept responsibility for accredited lifesaving procedures that must be employed by schools that allow students into the water.
5. All WWC facilities are accessible to all ages and abilities unless specifically stated.
6. Applicants are asked to consider the suitability of the facility for their proposed use.

SECTION 2: WARATAH-WYNYARD WWC'S ROLE IN HIRING OUT A FACILITY

When a use of a Waratah-Wynyard (WWC) facility is sought WWC will:

1. Consider all hire applications and determine what conditions of use should be applied, what licences or permits are required and what risks require management and decline a booking if necessary. Council reserves the right to refuse bookings for events assessed as presenting an unacceptable level of risk, including but not limited to 18th and 21st birthday celebrations, large private parties and similar functions where Council considers the proposed use may create unacceptable risks to people, property or the surrounding community.
2. Ensure the facility is fit for use.
3. Provide keys and security codes if relevant and apply a key or facility bonds if applicable.
4. Advise if the facility is on the 'Asbestos Register' and ensure the requested use does not make any asbestos unstable.

SECTION 3: REQUIREMENTS OF FACILITY USERS

If use of a WWC facility is approved the applicant may be required to:

1. Pay all fees and charges involved unless WWC approves other arrangements.
2. Complete pre-use checks to confirm the facility is safe and fit for purpose.
3. Complete a Food Business Application Form signed by a relevant Council officer if preparing, serving or selling food from a kitchen, canteen or BBQ for a fee or reward. See: https://www.warwyn.tas.gov.au/forms-and-permits/ *NB: 'Selling' generally involves a fee or reward but can involve offering food as a prize in a raffle, lottery or other game of chance or giving food away for the purpose of advertising a 'business'. Please contact Council if further advice is required.*
4. Only sell alcohol with a Liquor Permit and comply with all conditions of that permit including:
   - employing designated wet and dry areas; and
   - registering with Good Sports (*www.goodsports.com.au).*

- being RSA accredited if serving liquor and ensuring the permit holder keeps a copy of the RSA certificates on the permitted premises and can provide these to Tasmania Police or Officers of the Commissioner for Licensing upon request. (Contact 6233 2475 or see www.treasury.tas.gov.au). *NB: Responsibility for compliance rests with the liquor permit holder not Council.*
- Ensuring the safe use of glass containers associated with the serving of beverages and employ plastic containers or cans if required to do so by a licencing permit.

5. Have the written approval of the WWC General Manager to consume alcohol in a Council facility or public reserve if a liquor permit is not in place. NB: *This applies to the consumption of alcohol not the sale or consumption of alcohol at facilities covered by a liquor permit. Requests should be directed to Council's General Manager via Council's postal or email address.*

6. Ensure orderly conduct of those using the facility to prevent causing a nuisance to neighbours and do not allow illegal activities (e.g. unauthorised lotteries, raffles or gambling) and contact Tasmania Police if an unauthorised person who has entered the facility refuses to leave. *NB: It is recommended that users register social functions with Tasmania Police via www.police.tas.gov.au/permits/party-safe.*

7. Ensure no one smokes within any building or their entrances or forecourts at WWC facilities at any time or within 20 metres of competition, seating or marshalling areas during or within 30 minutes of an event beginning or ending.

8. Always allow WWC access to the facility and meet all requests of an authorised person. *NB: Council might require 'emergency' use of a facility or required work might impact on users of a facility. Users are required to cooperate with Council employees or contractors, relocate to another facility if necessary or to help Council staff meet requirements such as maintaining a 100m exclusion zone around lawn mowers & brush cutters where practicable.*

9. Ensure that persons who are 16 years or older and who work or volunteer within a club or organisation that primarily involves the participation of children (anyone under 18 years of age) and who have more than incidental contact - including *physical contact, oral communication (including phone calls) or written communication (including email)* - with children as a normal part of their duties are registered to work with vulnerable people. ***See:*** https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people

10. Adhere to copyright laws that apply to the use of films, text, music, visual art and dramatic performances created by others (See: www.artslaw.com.au/info-sheet/info-sheet/copyright)

11. Maintain insurance against public risk for an amount of $20 million or more, provide to WWC a Certificate of Currency and not do, or neglect to do, anything that will compromise or affect WWC's Insurance portfolio. *NB: WWC's public liability insurance coverage is offered for casual one-off uses at the discretion of WWC and is based on a $500 excess.*

12. Have Worker's Compensation Insurance if anyone is 'employed' by the user(s) and supply a Certificate of Currency for others involved in the use e.g. entertainers etc.

13. Submit a Risk Management Plan and comply with its details once it has been accepted. *NB: All regular or annual users of WWC facilities must provide a risk management plan but one off uses with a low level of risk and low participation numbers might not require a risk management plan. Please discuss this with Council staff, via Council's postal or email address, who will determine the need for one or otherwise.*

14. Be responsible for rendering first aid if required and report to WWC, by phone (64 438 333) or email (council@warwyn.tas.gov.au), incidents or hazards that require WWC intervention as soon as possible and no later than 48 hours.

15. Enquire through WWC or a building surveyor about the need for a Temporary Occupancy Permit (TOP) or an engineering certificate if the use involves temporary structures e.g. tents, marquees, seating or stages.

16. Fasten down temporary shelters or structures (e.g. marquees, gazebos or jumping castles) with ropes and stakes or ballasts that do not impact on underground services such as electrical cables or water lines and cover and periodically check anchor stakes in public access areas and monitor the weather. *NB: Refer to Dial Before You Dig (www.1100.com.au) for information on the location of in-ground infrastructure.*

17. Ensure any electrical equipment brought into the facility has undergone a current PAT test.

18. Adhere to the principles in the Handbook for Portable Soccer Goalposts – Manufacture, Use and Storage if using portable soccer goals. *See: www.standards.com.au or https://www.saiglobal.com/PDFTemp/CustomizedDownload/hb227-2003.pdf.*

19. Prevent damage to the facility and do not affix anything to floors, roofs or walls without permission but secure all signage safely.

20. Operate within the occupancy limits of the facility building(s) and consider waste management issues and the required toilets if the use is close to the capacity of the overall facility.

21. Ensure all users are familiar with the facility's evacuation plan, (as clearly displayed by Council) the location of all emergency exits and emergency equipment and nominate a minimum of one person to act as a Warden in the case of an emergency.

22. Park all vehicles in the designated parking areas entirely at the owner's risk and enquire through WWC about the need for a traffic management plan if the use will affect vehicular or pedestrian traffic. *NB: No responsibility will be accepted by WWC for damage to motor vehicles or for the theft of or from them and it is recommended that cars are not parked on grassed areas to avoid damage to the turf or under large trees, particularly gum trees which are inherently dangerous.*

23. Exclude animals, except for guide or hearing dogs under the control of an authorised person, from Council buildings and from playing surfaces 'while' sport is being played *NB: The Tasmanian Dog Control Act 2000 Council permits the exercising of dogs on Council land including on areas where sport 'might or will' be played but excludes dogs from playing surfaces 'while' sport is being played. It requires dogs to be under effective control at all time and dog owners must clean up after their dogs.*

24. Pack tables and chairs away, place all rubbish in bins and ensure all kitchen spaces are clean and all items used are returned to their original location on completion of use. *NB: Floors should be swept and mopped if a broom and mop is provided and surfaces including door handles, light switches, tables and chairs should be cleaned and disinfected with appropriate products if a COVID19 Safety Plan applies.*

25. Return keys to WWC, at the conclusion, of the hire period and obtain the refundable key deposit or meet the cost of any lost keys.

26. Meet the cost of any excess power and water or additional cleaning resulting from the use or the cost of any facility repair or equipment replacement that is the result of wilful damage.