



Civic Centre
Sandgate Street
SOUTH PERTH WA 6151

Telephone: 9474 0777
Facsimile: 9474 2425

Website: www.southperth.wa.gov.au
Email: enquiries@southperth.wa.gov.au

RESERVE BOOKING PERMIT APPLICATION

The City of South Perth, upon receipt of a completed application, reserves the right not to accept and confirm usage for any reason. Any information regarding the availability or costs of park/reserve hire given prior to the assessment of any application is an indication only and is not an assurance that the application will be approved. The City of South Perth shall only issue a Permit when all relevant documents and payments are received by the City within the standard time frame of one (1) month prior to the proposed event date/s. Failing this will incur a **LATE FEE** as per the fees and charges Schedule and potential non approval. **(ALL APPLICANTS MUST BE OVER 18 YEARS OF AGE)**

APPLICANT CONTACT DETAILS	
Mr/Mrs/Miss/Ms Surname:.....	Given Names:
Organisation (If applicable):	
Postal Address:	Postcode:.....
Phone: Home:	Work:
	Mobile:.....
	Fax:.....
	Email:.....
On Site Contact (if different to applicant) Surname:.....	
Given Name:	
Phone (mobile):.....	Email:.....

An Invoice from the City of South Perth will be sent one (1) month prior to the event date for any associated fees or bonds. Please enter correct details for invoicing here:

(NOTE: Invoice details cannot be changed or amended in any way once processed.)

Name:

Address:

PLEASE INDICATE THE FACILITY YOU REQUEST TO HIRE

<input type="checkbox"/> Sir James Mitchell Park Zone/s: <p>(Please mark zone on attached Site booking Map and return to the City with your application)</p>	<input type="checkbox"/> South Perth Esplanade Zone/s:..... <p>(Please mark zone on attached Site booking Map and return to the City with your application)</p>
<input type="checkbox"/> Active Parks and Playing Fields Specify Park / Reserve / Field name:	<input type="checkbox"/> Other Passive Park or Reserve Specify Reserve / Park name:

PLEASE NOTE AND RESPOND TO THE FOLLOWING QUESTIONS AND TICK RESPONSE BOX

- A. Please provide a brief description of the proposed activity i.e. type of activity, age group of attendees.
.....
- B. Please list function date/s, days and times required in the below table, including set up and take down dates and times if applicable for marquees, rides and entertainment:
(NOTE: All bookings, and guest, including any infrastructure must vacate the reserves by 11pm.)

	Date	Begin Set Up time	Start Time of event	Finish Time of event	End Pack up/Dismantle time
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

- C. Will you be charging attendees a fee for the activity? YES NO
 If **YES**, please provide details.....
- D. How many people will be attending the activity?.....
- E. Is your group an Incorporated Not for Profit Organisation? YES NO
 If **YES**, you must attach a copy of your Certificate of Incorporation to this application.
- F. Does your group have valid Public Liability Insurance? YES NO
 If **YES**, you must attach a current copy of your Certificate of Currency to this application.

EVENT / FUNCTION BOOKINGS (In addition to the above questions A - F)

1. Do you wish to consume alcohol? **Please Circle:** BYO / Provided YES NO
 If **YES**, an “**Application for Consent to Consume Liquor**” form, must be attached to this application.
2. Do you wish to sell alcohol? YES NO
 If **YES**, you are required to obtain and provide the City with confirmation of, a liquor licence from the Department of Racing, Gaming and Liquor under the requirements of the Liquor licensing Act (WA) 1988 and the City's Public Places and Local Government Property Local Law 2011. Please call 94251888 or www.rgl.wa.gov.au.
3. Is Catering planned for the provision of food in or around the facility hired? YES NO
 If **YES**, Public Liability cover for any external company must be provided with this application. Please provide a brief description i.e. self-catered, outside caterers and name of company.

4. Will food, drink or other items be sold in or around the facility hired? YES NO
 If **YES**, The applicant in conjunction with the proprietor of any food/drink stall must obtain approval from the City's Environmental Health Services, no later than 10 working days prior to the event. Approval may be issued subject to compliance with set conditions, payment of service fees and completion of the standard **City of South Perth Trading Licence**
(NOTE: On site BBQ and Gazebo facilities are for shared public use and cannot be booked for exclusive use.)
5. Will you have any form of amplified music at the event i.e. PA, Bands, DJ's, Juke Box etc? YES NO
 If **YES**, please provide a brief description, as City approval must be obtained prior to event:

 All applicants must ensure all Noise/Music levels do not exceed the assigned levels in the *Environmental Protection (Noise) Regulations 1997* at any time. Please contact the City's Environmental Health Services on 94740777 for assistance. All music / noise must be significantly reduced at 10:00 pm and be cleared, vacated and off site by 11:00 pm.
6. Will you be requesting the storage of goods or valuables on site and or overnight for the event? YES NO
 If **YES**, please provide a brief description, as City approval must be obtained prior to event:

7. Do you wish to erect signage for your event? YES NO
 If **YES**, you are required to complete a **City of South Perth Signage Application** and return with this application.
8. Will you be conducting any type of student, promotional or commercial filming / photography on site? YES NO
 If **YES**, you must attach a copy of the companies Public Liability Certificate of Currency to this application (stating who the policy covers, under what conditions it covers, the geographical limits of the cover and expiry date of cover).

9. Will you be conducting a walkathon, charity walk, fun run or similar event and **ONLY** using the pathways for your activity with **NO** zones required for stopping, starting, finish or emergency stations?

YES NO

If **YES**, please provide details of course outline / route on attached site booking map. The City is also required to sight Emergency Response / Risk Management Plans for your event.

10. Do you expect more than 80 people to attend the activity? YES NO

If **YES**, additional bins are compulsory for all bookings with more than eighty (80) people and are provided by the City (4 only) at the applicant's expense. Additional bins can also be requested by the applicant, at additional cost. See the City's Schedule of Fees and Charges.

11. Do you plan to erect ANY temporary structures i.e. Marquees/ Shade Cover / Stage? YES NO

If **YES**, please describe including size, day/s and time/s of structures to be erected and dismantled, name of marquee company if using.

.....
.....

All applications of this nature must attach a current copy of the Certificate of Currency for the marquee company. All/any temporary structure/s erected on the reserve are done so entirely at the applicants own risk. In addition, the City's Parks Curator must be contacted on **0439 940 569** for site inspections at least ten (10) days prior to the event, or the structure may be removed.

12. Do you plan to provide any Bouncy Castles/Farm Animals/ Live Entertainment/Games/Rides/Other?

(Please Circle appropriate activity noted above and provide a description of games, rides, other entertainment) YES NO

If **YES**, a current copy any Hire Company's Public Liability must be attached to this application. All applicants must also contact the Parks Curator on **0439 940 569** at least one week prior to the event and inspect an area of 5 metres around the site to ensure the area is safe for use by the Hirer.

13. Will you be utilising a generator for power? YES NO

If **YES**, please contact the City's Environmental Health Services for advice on specifications required. **(NOTE: NO external power can be accessed from City of South Perth reserve sites.)**

14. Will you require vehicle access on to the Reserve for Drop Off / Bump in/Out **ONLY**? YES NO

If **YES**, please specify type and number of cars.....

15. Will you require temporary car parking on any reserve? YES NO

If **YES**, please provide an in depth Parking Management Plan, including Zone/s required, site booking map, control agency and liability cover information with this application. Car parking is not permitted for Social events and will only be considered for **LARGER PUBLIC EVENTS ONLY** but may not be approved.

16. Will you be providing additional toilet facilities for your function? YES NO

If **YES**, how many toilet facilities will be provided?.....
Only those toilets in existence will be made available by the City. Additional toilets (compulsory for larger events) must be arranged privately at the applicants expense. Please contact the City's Environmental Health Services on 9474 0777 prior to the event for guidance and requirements by Law. **(Current Public Liability cover for the provider must be sighted by the City prior to provision.)**
(NOTE: NO water can be accessed from City of South Perth reserve sites.)

17. Do you wish to apply for consent to land a helicopter on the Reserve? YES NO

If **YES**, you are required to provide the City with confirmation that your supplier has conformed to all CASA guidelines and conditions and provide the City with a current copy of the operators Public Liability cover.

18. Do you wish to apply for consent to use fireworks on the Reserve? YES NO

If **YES**, the City must receive a copy of a granted application form, which is available from the Department of Consumer and Employment Protection, on behalf of the client and include approvals from subsequent authorities including the Police and Fire Services. The City must also sight a current copy of the operators Public Liability cover (max cover).

19. Is your event planned for Sir James Mitchell Park (SJMP) or adjacent waters and intending to attract spectators or provide entertainment? YES NO
 If **YES**, it may be considered to be a "Spectator Event" by the Swan River Trust. All applicants are advised to contact the **Swan River Trust on 9278 0900** for approval and subsequent confirmation with the City, prior to a Permit being issued by the City.
20. Will you require road signage and or road closures for the event? YES NO
 If **YES**, confirmation of approval from all relevant City Council's and Main Roads must be sighted by the Booking office and attached to your traffic management plan?
21. Have you completed and attached a current Emergency Evacuation and or Risk Management Plan to the City? **Only relevant if requested by the City.** YES NO

As the event coordinator you may be required to present an in-depth Risk Management and Emergency Response Plan to the City of South Perth for approval by the City prior to the City allowing the event to commence. This must include but not be limited to; the number of First Aid posts and staff, security plans, site / route plans, evacuation sites, and contact personnel details, etc.

DECLARATION OF RESPONSIBILITY ACCEPTANCE

I/We am authorised on behalf of, or I/We am, the permit applicant and hereby declare that I/We have read and fully understand this Permit Application and the Permit Conditions as provided by the City of South Perth, pertaining to this application for use of a City of South Perth community facility. I understand and agree to provide an on site contact to complete and sign the Function Checklist prior to commencement of any activity, if requested by the City in writing prior to the event. By signing this Permit application I/We agree to abide by these conditions and accept all associated requirements of these conditions. I/We declare that I/we have disclosed all relevant information pertaining to this application and acknowledge any consequences of failing to do so including loss of Bonds and potential prosecution. I/We acknowledge that I/We have completed and returned all attached application forms relevant to my/our proposed event, and agree to abide by all Conditions applied.

Print Name: _____ Date: _____

Signature: _____

Please direct all facility booking enquiries to the City's central booking office located at The South Perth Community Centre on 9474 0857 or fax 9474 2425

All additional forms or documents requested throughout the application form must be provided with the Permit Application.

APPLICATION CHECKLIST: *please take a minute to check if you have provided all supporting documents that may be required with your application.*

- Have you answered **ALL** Questions and provided descriptions where requested
- Provided correct details for Invoicing
- Provided a copy of Certificate of Incorporation or proof of Charitable status
- Provided a copy of Public Liability for your Organisation
- Provided a copy of Public Liability for Caterers/Marquee Company
- Provided a copy of Public Liability for Bouncy Castle/Farm Animals/Games/Portable Toilets etc
- Provided a copy of Liquor Licence
- Provided a Copy of Emergency Response/Risk Management Plan/Traffic Management Plan
- Provided a Site Plan/Course Outline and/or Route Map
- Completed a Consent to Consume Alcohol Form
- Completed a Traders Application
- Completed a Signage Application



APPLICATION FOR CONSENT TO CONSUME LIQUOR ON COUNCIL PREMISES

NAME: _____

PHONE (H) _____ (W) _____

ADDRESS: _____

FACILITY WHERE LIQUOR WILL BE CONSUMED: _____

DATE: _____

UNDER THE REQUIREMENTS OF THE LIQUOR LICENSING ACT 1988 SECTION 119(1), IT IS AN OFFENCE TO CONSUME LIQUOR ON COUNCIL PREMISES WITHOUT THE CONSENT OF THE COUNCIL.

THIS FORM IS NOT A FUNCTION PERMIT!

Hirers are responsible for obtaining a Liquor License from Department Racing, Gaming and Liquor, "Hyatt Centre", 1/87 Adelaide Terrace, East Perth if they are selling liquor either separately or by way of an inclusive charge.

APPLICANTS SIGNATURE: _____ DATE: _____

.....

OFFICE USE ONLY:

RECEIVED BY: _____ DATE: _____

APPLICATION: APPROVED / NOT APPROVED

AUTHORISING OFFICER _____ DATE: _____

PERMIT CONDITIONS (RESERVES)

The City maintains a number of ovals, parks, reserves and facilities that are regularly used by corporate groups, sporting groups, social groups, informal groups and or individuals, which are made available to be used or hired. The use of the City's reserves and facilities is largely governed by the City's Public Places and Local Government Property Local Law 2011. The conditions of use and the need for obtaining a permit are set out in the local law and herein Permit Conditions. The City will take all reasonable care to ensure that facilities are in a fit and clean condition for use. The City will not be held liable or accept liability for any loss or damage to any person, profit or property resulting from the hirer's use of the facility. This includes the grounds, car parks or buildings and any thoroughfare appurtenant to the public property. Facility users are responsible for all activities and occurrences associated with the hire/function and must obtain the appropriate insurance covers for assumed and or recognised risks in conducting the function, including risks associated with public liability and the storage of equipment. These documents must be sighted by the City prior to permit approval. The hirer agrees in signing the Permit Application to indemnify and keep the City indemnified for any loss or damage to any person or property as identified above.

Individuals or small groups may casually use the City's reserves without the need to obtain a permit **unless**:

- An individual or group is charging a fee in association with their use of the reserve;
- The group is involved in a formal sporting match whether the sporting match is a one-off or regular fixture;
- The group is involved in a formal event or function and wishes to be certain that a specific area of a reserve will be available;
- Photography and or filming by any party is to occur;
- The group will consist of twenty people or more;
- The group wishes to be able to consume alcohol;
- A marquee, bouncy castle, animal farm or other similar activity or structure is proposed to be erected; or
- The individual or group will be undertaking an activity that is likely to impact upon residents of the City or the enjoyment of the reserve by other users.

The City may issue a permit for the hire of a reserve by a person or group where:

- The City is satisfied that the use for which the reserve is hired is consistent with the nature of the reserve; and
- The City is satisfied that the applicant is capable of ensuring the safe and appropriate use of the reserve.

The cost of hire in each case will be determined in accordance with the City's Schedule of Fees and Charges and the applicant may be required to lodge a bond with the City prior to using the reserve or facility.

Prior to the erection of any Temporary Structure, including marquees, stages, shade structures, bouncy castles or rides, the applicant must provide proof of adequate public liability cover, must obtain a Special Building Permit as directed by the City's Building Services on 9474 0777 no later than six (6) weeks prior to the activity. In addition, these applicants must also contact the City's Parks Coordinator to arrange an on site inspection prior to the event, to ensure the area's infrastructure, and reticulation will not be compromised and that the area is safe for use by the Hirer. The City of South Perth accepts no responsibility for any death or injury to person or property which occurs within the designated area. A Park Restoration Bond is also applicable.

The City of South Perth shall only accept and confirm a Function Permit when all relevant documents and specifications are received by the City within the nominated time frame of one (1) month prior to the function. Permits requiring a Special Building Permit or Environmental Health approval are required at least six (6) weeks prior to the function. All fees and charges must also be received by the City within the time frames outlined on the applicant's confirmation letter, with any account balances paid in full within 7 (seven) days from the date of invoice. Regular user groups must not exceed prescribed account limits. Failure to adhere will result in Late Fees being applied, referral to debt collectors and or non approval.

The City reserves the right to refuse any facility booking for any reason. The City may cancel the Booking for any reason at any time. If an applicant cancels more than one month before the Function then they are entitled to a full refund of all Charges and Bonds that apply to that Booking. If the applicant cancels less than one month before the Function then they may apply to the City to change or alter the activity to another date. The City may approve of a change or refuse the change at its discretion. If the City refuses the change then the applicant incurs a minimum cancellation fee as set out in the Fees and charges schedule.

It should be noted that the City does not provide first aid assistance within any of its facilities. It is strongly, recommended that all applicants/groups ensure that adequate first aid supplies and assistance is privately arranged prior to and during all activities taking place.

Applicants must pay all bonds that apply to facility bookings as set out in the City's Fees and Charges Schedule. Where the City refunds the bonds, it will do so by cheque only. Any damages caused to any City facility that exceeds the Park Restoration Bond paid will be invoiced for full payment within 7 days of the invoice date. Failure to do so may result in relevant legal action and non approval of future applications. The City may withhold the bonds, any portion of the bonds and or apply appropriate penalties for the following reasons:

- There is any damage to the City's buildings, reserves or equipment caused during the activity or Keys are not returned by the required dates;
- The Permit Conditions have been breached;
- The Facility is not left in a clean and tidy condition;
- The facility or reserve is not adequately secured at the end of the event;
- Smoking internally and or unauthorized consumption of alcohol has occurred; or
- The City receives any substantiated community complaints as a result of any antisocial behaviour of patrons and or unauthorized activities at the event.

Anyone requesting the sale of alcohol is required to obtain the relevant licence from the Department of Liquor, Gaming and Racing under the requirements of the *Liquor Licensing Act (WA) 1988* and the *PROPERTY LOCAL LAW (City of South Perth) 2011*.

The applicant is to seek advice from the City's Environmental Health Services on ph 9474 0777, if the applicant has requested or requires the following:

- Information on noise level's if it is expected that the noise to be emitted from the event, particularly for amplified / live music, will exceed the Environmental Protection (Noise) Regulations 1997;
- Toilet facilities to cater for the event, in addition to on-site facilities already being provided by the City's Public Toilets;
- Rubbish bins to cater for the event if it is expected that the number will exceed 80 persons. An Environmental Health service fee allows for up to 4 bins to be provided at the applicants expense, dependant on the type of event. If it is determined that additional bins are required, they can be made available at an additional cost;
- Food, drink or any other stalls for either sale and or provision for the event require a City of South Perth Trading License. This must be submitted and approved no less than 10 days prior to the event.

The City's Community Ranger personnel do not work as Police and do not have the power or authority to remove any persons from the reserve. Ranger Services will be employed by the City where alcohol, large numbers of people, and or after hours events occur, at the applicants expense, for the following purposes:

- To meet the on-site contact at the commencement of the event to sign and confirm the Permit and Event Checklist;
- To check that unauthorised and or excess alcohol is not being served;
- To monitor noise and or other council issues that may arise;
- If things get out of hand, to call the police;
- Assistance for rate payers and residents, if they have issues with the function, through the after hours communication strategy;
- To monitor that the function is not going outside of its Permit Conditions; and
- To ensure the official Permit holder has access to the appropriate zone hired.

Vehicle access will only be granted to unload and load equipment, attendees and/or materials for the function. A set of access keys will be made available by the City and must be picked up from the South Perth Community Centre 24 hours prior to the function. Fees, charges and bonds will apply. Vehicles must observe a **10km/hr** speed limit whilst on a reserve and all access gates must be kept closed. Only those vehicles stipulated on the Function Permit will be permitted on the reserve, with penalty for non compliance imposed under the City's Property Local Law 2011.

Applications requesting approval for the use of helicopters on any Public Property must provide the City with acceptance and confirmation of compliance with the standard Civil Aviation Safety Authority (CASA) Guidelines. The City must sight confirmation of agreement and be satisfied with documentation and proof of meeting these guidelines prior to approval. Fees, charges and bonds will apply.

For the set up and implementation of Fireworks on any property within the City of South Perth, the City must receive a copy of a granted application form signed by the Department of Mines on behalf of the client and include approval from subsequent authorities including the Police and Fire and Emergency Services Authority (FESA). As part of community consultation, the fireworks contractor must ensure that any facility within 500 m of the launch point is notified several days before the event. Notification in the form of personal contact or via a specific letterbox drop is preferred, as normal mail deliveries can be delayed and may not arrive until after the event. Notification must include the exact day/s, times and durations of the fireworks display. Contact with Perth Zoo must also be made (via email and sms) as per below. Copies of any written notification must be submitted to the City as proof of compliance prior to any approval being granted from the City.

Large events which may include music and/or fireworks are responsible for contacting Perth Zoo (via email and sms), outlining exact times and durations of disturbances and gaining receipt of communications from Perth Zoo. In regard to music/noise events, any surrounding facilities which may be directly and/or adversely impacted must be notified in the form of personal contact or via a specific letterbox drop outlining the specific activity and duration of the event. Copies of any written notification must be submitted to the City as proof of compliance prior to any approval being granted from the City.

Groups wishing to conduct pony/horse rides and or animal shows on any reserves are required to provide relevant Public Liability insurance to the City and abide by 3 (three) conditions outlined below. Only after the sighting of the insurance forms, fees being paid and acceptance of these conditions, will the Permit be considered:

- The area to be used by the animals or pony ride is to be fenced to contain the activity or alternatively the animal is to be tethered to a secure point;
- All waste to be wrapped prior to placing in the specifically marked bins provided; and
- No amplified music or PA system is permitted in conjunction with this activity.

Groups wishing to provide Personal Training or Fitness classes on any reserves are required to complete a Reserve Booking Permit Application in conjunction with a Traders Licence Application provide relevant Public Liability insurance to the City, proof of Qualifications to run these classes and abide by the conditions outlined below. Only after the sighting of the insurance forms, fees being paid and acceptance of these conditions, will the Permit be considered:

- Ground use will be taken on the reserve in "as is" condition especially in the event of a function/event having used the grounds prior to any fitness classes.
- The ground maintenance schedule cannot be altered to accommodate fitness classes and all participants must give way to the groundsmen or move to an adjacent area if possible.
- The reticulation schedule cannot be altered to accommodate fitness classes which may result in the grass being wet during early morning classes. During the summer months the program of watering may continue until 7.00am and class participants may be required to move to an adjacent area if possible.
- All classes must adhere to the *Environmental Protection (Noise) Regulations 1997* which do not allow for excessive noise prior to 7.00am from Monday - Saturday and prior to 9.00am on Sundays and Public Holidays. The City will allow the classes to run to their scheduled times, subject to compliance of the above.
- In the event of another booking for the reserve you may be asked to source an alternative location for your classes to run. The City will advise you of any dates to allow you time to source an alternative venue.
- During your scheduled classes you are required to keep clear of all pathways to allow safe pedestrian and cycle access.

It is the Clubs or groups responsibility to ensure that persons working with children comply with the 'Working with Children (Criminal Record Checking) Act 2004. Every hirer / person shall observe all conditions of the Local Government Act and Property Local Law 2011.

General user group responsibilities for all reserves must:

- Show respect and courtesy for other users of the facility and any other people who are nearby and take responsibility for the actions and behaviours of all attendees whether or not they have been formally invited;
- Not display signs in, on or outside facilities without the City's consent;
- Ensure reserves are vacated by 11pm or as stated on the function permit and secure the premises by closing and locking all gates opened upon completion;
- Ensure that the area is left in a clean and tidy state and no damage is caused, and place all rubbish in the relevant bins as marked and or provided;
- All liquor is to be consumed in a safe and responsible manner so as not to interfere with the enjoyment of any person using the property; and
- All applicants, if requested by the City, MUST provide an On Site contact and attend an On Site meeting to complete the Permit Checklist prior to commencement of event.

SPECIFIC TO ACTIVE RESERVES /PLAYING FIELDS (in addition to all other conditions)

Use of pavilions, change rooms and or toilets within a sports pavilion on active public reserves must be arranged with the pavilion lessee of that ground where applicable, or, in the absence of a lessee, the City. All clubs controlling change rooms and pavilions are required that in the event of hire of the grounds, the change rooms must be made available to the hirers. The clubs are permitted to charge for the cost of cleaning and other expenses and to impose a bond against possible damage.

It is to be noted that it is an offence to drive or stand any type of vehicle except on those parts of a reserve set aside as roads, driveways or vehicle parking areas. The Club is to ensure that all members and spectators are made aware of this offence. The City's Community Rangers patrol the reserves regularly and will issue infringement notices to offenders.

Summer sports seasons are to run exclusively between; October 1 to March 31 inclusive. Winter sports seasons are to run exclusively between April 1 and September 30 inclusive. Pre-season training will be permitted subject to the approval of the incumbent Organisation and the City.

All outstanding monies in relation to previous seasons ground allocations must be paid prior to the commencement of the season. Failure to do so will result in the loss of the ground for that season. Costs associated with the cleaning of the club rooms on a weekly basis will be the responsibility of the incumbent club in addition to all and any Lease or Permit Clauses.

Should any other club, organisation and or association approach any sporting club for use of the ground on any day not being used, it must be directed to the City and on no account must private arrangements between clubs and or groups be made.

Where change rooms/pavilions/clubrooms not under lease agreement are used by a club, all associated costs such as electricity and gas consumption are to be paid for by the Club. The club will ensure that it has adequate Public Liability Insurance cover and any other insurance cover deemed necessary by the City, and shall indemnify the City for any loss or damage caused by the club, its members, players, spectators and competitors to any person or property whatsoever. Proof of such policies must be sighted by the City prior to the commencement of the season.

During the times the club occupies the change rooms and playing fields, it will be responsible for the conduct of persons partaking in its activities and particularly applied to evenings when facilities are used for training. All club equipment and property, including goal posts, ground marking equipment etc is to be removed from the reserve on completion of the seasonal hire period. All sporting clubs are required to be incorporated and failure to do so will result in loss of the use of a ground/s.

The marking of sports grounds are the responsibility of the incumbent club using the ground during the allotted sports season. Only commercially available grass line marking liquids containing PVA ingredients only which are environmentally friendly and safe to use will be permitted in the marking out of playing field dimensions. The use of herbicides; creosote, kerosene, diesel, oil or any other substance which will result in adverse effect to the turf will not be permitted. Any club who uses such substances will be required to carry out the necessary remedial work as determined by the City Environment Manager to rectify the situation.

The City supports the principle of advertising/sponsorship on sporting reserves to assist sporting organizations offset operational costs. An annual advertising fee is applicable. Upon receipt of all permits for the proposed sign(s) the Manager, City Environment, by delegated authority, is authorised to issue a permit under the relevant policy without reference to the City. Approval will be granted on the reserve only and not on any part of the external part of a building. This excludes use of Sir James Mitchell Park and adjacent areas to the Swan and Canning Rivers, any buildings, permanent signage, and the Collier Park and Royal Perth Golf Courses. Incorporated Not for Profit community groups may seek this advertising approval for Sir James Mitchell Park under the same Policy. The conditions for advertising/sponsorship and/or signage is detailed in the City's Advertising on Reserves Policy.