

## **Park Hire Terms and Conditions**

### **Applicant to retain this information**

#### **The issuing of a permit is subject to:-**

- A. The permit holder agreeing to the General Conditions of the permit as contained herein.
- B. The permit holder agreeing to all **Hire Information** which the Council may determine.
- C. The permit holder paying the prescribed fee.
- D. The permit holder providing a copy of all appropriate insurances as required by either the General Conditions or Special Conditions of permit.

#### **Conditions of Permit**

1. The permit holder agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
2. Where the permit holder is a business or the park hire is associated with a revenue raising activity, the permit holder shall take out and keep current a Public Liability Insurance policy in the name of the permit holder insuring the permit holder for the minimum sum of ten million dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the permit holder in relation to the activity.
3. Where the permit is for a non-commercial, non-revenue raising or private function, Council is able to extend its Ad hoc or Occasional Hirer's insurance to cover the event. In seeking coverage under this policy, applicants agree to reimburse Council the excess applicable to this policy, should a claim arise or be lodged in relation to the event.
4. Where the permit holder must provide confirmation of insurance to the Council, such policy shall bear the endorsement of the Insurer indicating the Insurer accepts the indemnity given by the permit holder to the Council. The permit will not come into operation until proof of the appropriate insurance has been provided to the Council.
5. The permit holder shall ensure that it is approved, authorised, licensed or registered, so far as required at law, to carry out the activity authorised by the issuing of this permit.
6. The permit is not transferable.
7. The permit holder shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
8. No food or drink will be offered for sale by any permit holder without the prior approval of the Council.
9. No music system or amplified sound is to be used by any permit holder without the prior approval of the Council.
10. Stalls and exhibitor's sites will be allocated by the Council and no allocated sites may be altered without the approval of the Council.

11. The permit holder shall ensure that its' site or sites are left in a clean and tidy condition at the end of the event. Failure to do so may result in the Hirer's Bond being retained to cover cleaning fees.
12. This permit may be revoked by Council if the permit holder fails to comply with a condition of this permit or may be revoked in any other reasonable circumstance at Council's sole discretion.

# Hire Information

## Park Hire Times/Availability:

- Two park areas are available for hire within the City of Burnside 7 days a week from 9am to 5pm for a **maximum number of 170 people**:
  - Tusmore Park Oval (Hanson Reserve) – Kennaway Street Tusmore and;
  - Kensington Gardens Reserve –the corner of South Terrace and West Terrace Kensington Gardens.

**Power Supply** – The City of Burnside is able to provide members of the public access to electricity when hiring:

- Tusmore Park Oval (Hanson Reserve) Kennaway Street Tusmore – 3 power outlets available
- Kensington Gardens Reserve the corner of South Terrace and West Terrace Kensington Gardens – 2 power outlets available.

**Please Note: Double adaptors are NOT permitted to be used on any of the outlets.**

**Application to Council** - The applicant's request for park hire will be reviewed upon submission of an Application for Park Hire form available from [www.burnside.sa.gov.au](http://www.burnside.sa.gov.au) or by calling 8366 4200. Council will contact the applicant with a quote and park hire availability within one week from receipt of the application form.

**Bookings** - Tentative bookings may be made 12 months in advance. Confirmation of the booking via payment will only be taken during the financial year the booking falls within and at the applicable rate for that financial year.

**Fees and Payments** - Payments can be made by cash, cheque, EFTPOS, Visa or MasterCard. The applicable fee, including bond if requested must be paid in full one month prior to the date of hire.

Refer to Council's [Fees and Charges 2018/2019](#) for all relevant associated costs.

**Permit** – Upon payment and receipt of all applicable supporting documentation, a permit for hire will be generated for the agreed date, time and location.

**Please Note: It is a condition of hire you take your permit and map of the hired area with you on the day as evidence of your hire.**

**Refunds/Cancellations** – A refund will only be provided where a booking is cancelled more than 30 days in advance.

## Use of BBQ's/Webers

- The City of Burnside encourages park patrons to make use of the electric BBQs provided within our parks. BBQs are free to use on a first come first served basis and operate for 30 minute periods at the push of a button.
- Personal gas/electric BBQs and webers may be used provided they are operated within the scope of the Park Hire Terms and Conditions in conjunction with the CFS (Country Fire Service) Regulations relating to Fire Danger Season and Total Fire Ban Days. For further information visit the CFS website: [www.cfs.org.au](http://www.cfs.org.au) or call the Bushfire Hotline on 1300 362 361.
  - Fire Danger Season – normally December to April  
Providing you have
    - 4 metre cleared space around and above the gas fire or electric element
    - A responsible person is in attendance at all times
    - An adequate agent to extinguish the fire is at hand.
  - Total Fire Ban
    - No personal BBQ's permitted
    - Use of Council provided electric BBQs only
- When using personal BBQs/webers, please use protective measures to ensure there is no damage to, or spillage, onto the grass.

## Vehicles/Access/Bollard Keys

- If you require any vehicle and/or trailer to remain on the park for the duration of the event. This must be identified in your Application for Hire and permission will be granted at the discretion of The City of Burnside. **Only vehicles deemed essential to the running of the event will be permitted to remain on the park.**
- Vehicles needing to access the park for the specific purpose of conveying goods and equipment to the site (**unloading and loading only**) **must** be driven off site and into allocated public parking areas once a vehicle is unloaded/loaded.
- All members of organisations granted a permit for the use of a site will park their vehicles in the areas on or adjacent to the site, specifically designated as car parks.
- If approval has been granted to allow a vehicle and/or structures on the park as part of your hire, on the day of your hire, a Council Ranger will meet you onsite between 8.30am and 9.00am (or an agreed time) to unlock the bollards and power points (if required). The Ranger will then return at 5pm (or earlier if agreed) to lock the bollards.
- It is the responsibility of the Applicant to ensure all persons attending the event are made aware of the above conditions regarding parking in the Parks & Reserves.
- Emergency Services vehicles (including St John) do not require permission.

**Rangers regularly patrol our parks and reserves in the City of Burnside. Vehicles that are illegally parked on the parks and reserves may be subject to an infringement notice.**

## Housekeeping

- All litter resulting from any event / function must be removed from Council property and the area left in a clean and tidy condition.
- The permit holder will be responsible for any damage occasioned during the period of hire and where requested a bond must be lodged.

**Erecting Structures** - Tents/Marquees/Bouncy Castles/Signs etc. – If approval has been granted for you to erect a structure in conjunction with your hire, the structure is to be secured by weights, i.e. water containers or sand bags. **Ground pegging is NOT permitted in any park or reserve.**

**Fencing** – No form of fencing is permitted to be erected on any Reserve/Park.

**Noise** – Park users are asked to respect the neighbouring residents by keeping noise to an acceptable level at all times. Where the amplification of music, use of public address systems, megaphones, electric generators or noisy mechanical devices has been granted in conjunction with your permit, they are only to be located adjacent to the Glenside Lions building at Hanson Reserve or in the North Eastern corner of the Kensington Gardens Reserve Hire Area.

**Powered Electric Generators** – If approval has been granted for you to use a Bouncy Castle, Food Vendor and/or any structures/equipment's that requires power to operate. Only Powered Electric Generators are permitted. Petrol/Diesel Generators are NOT permitted.

---

## Further Information and Useful Links

**Country Fire Service:** [www.cfs.org.au](http://www.cfs.org.au) or Bushfire Hotline - 1300 362 361

- [http://www.cfs.sa.gov.au/site/fire\\_restrictions/what\\_can\\_i\\_do\\_what\\_cant\\_i\\_do.jsp#CanIUseaWebber](http://www.cfs.sa.gov.au/site/fire_restrictions/what_can_i_do_what_cant_i_do.jsp#CanIUseaWebber)

**Office of the Liquor & Gambling Commissioner:** [www.olg.sa.gov.au](http://www.olg.sa.gov.au) or 131882

- [http://www.olg.sa.gov.au/general/applications/PDFBrochures/brochure\\_DoINeedaLiquorLicence.pdf](http://www.olg.sa.gov.au/general/applications/PDFBrochures/brochure_DoINeedaLiquorLicence.pdf)

**Environmental Protection Authority (EPA):** <http://www.epa.sa.gov.au/>

- [http://www.epa.sa.gov.au/xstd\\_files/Noise/Information%20sheet/info\\_noise\\_general.pdf](http://www.epa.sa.gov.au/xstd_files/Noise/Information%20sheet/info_noise_general.pdf)
- Noise Management for Outdoor Events Information Sheet - [http://www.epa.sa.gov.au/xstd\\_files/Noise/Information%20sheet/info\\_noise\\_outdoor.pdf](http://www.epa.sa.gov.au/xstd_files/Noise/Information%20sheet/info_noise_outdoor.pdf)

**SafeWorkSA:** [www.safework.sa.gov.au](http://www.safework.sa.gov.au) or 1300 365 255

- Registration of Amusement Structures in South Australia - [http://www.safework.sa.gov.au/show\\_page.jsp?id=2538](http://www.safework.sa.gov.au/show_page.jsp?id=2538)
- Event Safety - [http://www.safework.sa.gov.au/show\\_page.jsp?id=5852](http://www.safework.sa.gov.au/show_page.jsp?id=5852)

- Noise Management for Outdoor Events Information Sheet - [http://www.epa.sa.gov.au/xstd\\_files/Noise/Information%20sheet/info\\_noise\\_outdoor.pdf](http://www.epa.sa.gov.au/xstd_files/Noise/Information%20sheet/info_noise_outdoor.pdf)

**SafeWorkSA:** [www.safework.sa.gov.au](http://www.safework.sa.gov.au) or 1300 365 255

- Registration of Amusement Structures in South Australia - [http://www.safework.sa.gov.au/show\\_page.jsp?id=2538](http://www.safework.sa.gov.au/show_page.jsp?id=2538)
- Event Safety - [http://www.safework.sa.gov.au/show\\_page.jsp?id=5852](http://www.safework.sa.gov.au/show_page.jsp?id=5852)

# Tusmore Park – Hanson Reserve Hire Map

End of Kennaway Street, Tusmore

Area to be hired is within the red area on the map.

**\*\*Note: It is a condition of hire you carry your hire permit, receipt and this map with you on the day of hire\*\***



# Kensington Gardens Reserve Hire Map

Corner of West Terrace & South Terrace, Kensington Gardens

Area to be hired is within the red rectangle on the map.

**\*\*Note: It is a condition of hire you carry your hire permit, receipt and this map with you on the day of hire\*\***

