MOUNT BARKER
DISTRICT COUNCIL

Summit Sport and Recreation Park

Premier Oval & Clubrooms

Venue Information Guide



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Scan here to head directly to our online booking site

Facility Overview

The Summit Sport and Recreation Park (SSRP) is located at **304 Springs Road, Mount Barker** and has two premier synthetic soccer pitches and associated clubroom and changeroom facilities, and one premier football / cricket oval, with associated clubroom and changeroom facilities as well as practice cricket nets.

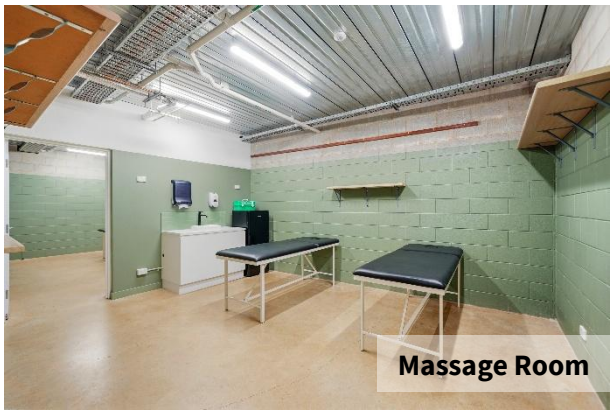
You will find all the relevant information for hiring the football & cricket facility in this document, please ensure you save or print a copy of it.

Should you have any further questions, please contact Council on 08 8391 7200 or email council@mountbarker.sa.gov.au


Clubroom


Clubroom


Change room


Massage Room


Kitchen Servery


Time Keepers Box

Hire Fees (FY 26/27)

If you are wanting to host a community or major event, please contact us directly to discuss our event fees

Football / Cricket Facilities

Entire Building & Oval *Includes access to clubroom, kitchen, toilets, all changerooms, massage rooms and first aid room/accessible bathroom*	**$214.00** **$1,370.00**	**per hour** **per day***
Oval & All Changerooms (A, B, C & D) *Includes access to all four changerooms, umpires changeroom, massage rooms and first aid room/accessible bathroom*	**$134.00**	**per hour**
Oval & Two Changerooms (C & D) *Includes access to two changerooms, massage rooms and first aid room/accessible bathroom*	**$75.00**	**per hour**
Clubroom Only *Includes access to main clubroom, kitchen and toilets*	**$86.00** **$550.00**	**per hour** **per day***
Sports Lighting *Mandatory for any booking after 5pm during months May to September*	**$40.00**	**per booking**
Turf Wicket *The establishment, preparation and/or maintenance of a turf wicket*	**POA**	
Irrigation Mark-Up *Required for hirers wanting to put marquees, pegs etc in the ground. Price subject to areas required*	**POA**	

Refundable Bond

Standard Bond *Applicable to all casual bookings and new long-term hirers*	**$750.00**	**per booking**
High Impact Bond *Applicable to high-risk bookings, subject to Council discretion* *E.g. Major Events, 18th Birthday Parties, Weddings*	**$1,500.00**	**per booking**

Optional Cleaning Fee

Clubroom Cleaning Fee	**$153.30**	**per booking**
Changeroom Cleaning Fee	**$153.30**	**per booking**

*daily rate is based on a maximum hire period of 12 hours. Any hire beyond 12 hours will incur additional chargers at the hourly rate.

Arrival & Entry Information

The Summit Sport and Recreation Park facilities are located at **304 Springs Road, Mount Barker**. Vehicle access into the site is from either Springs Road, or Heysen Boulevard. The AFL / Cricket facility location is marked below and is toward the southern end of the site.

Prior to your booking, you will receive a unique pin code that will be programmed to only work for the specific date and time of your booking. This pin code will only provide you access to the areas as per your booking agreement.

When you first arrive at the facility, enter your unique pin code on any of the doors marked with an X on the floor plan (subject to your booking agreement) to unlock and disarm the rooms associated with your hire.

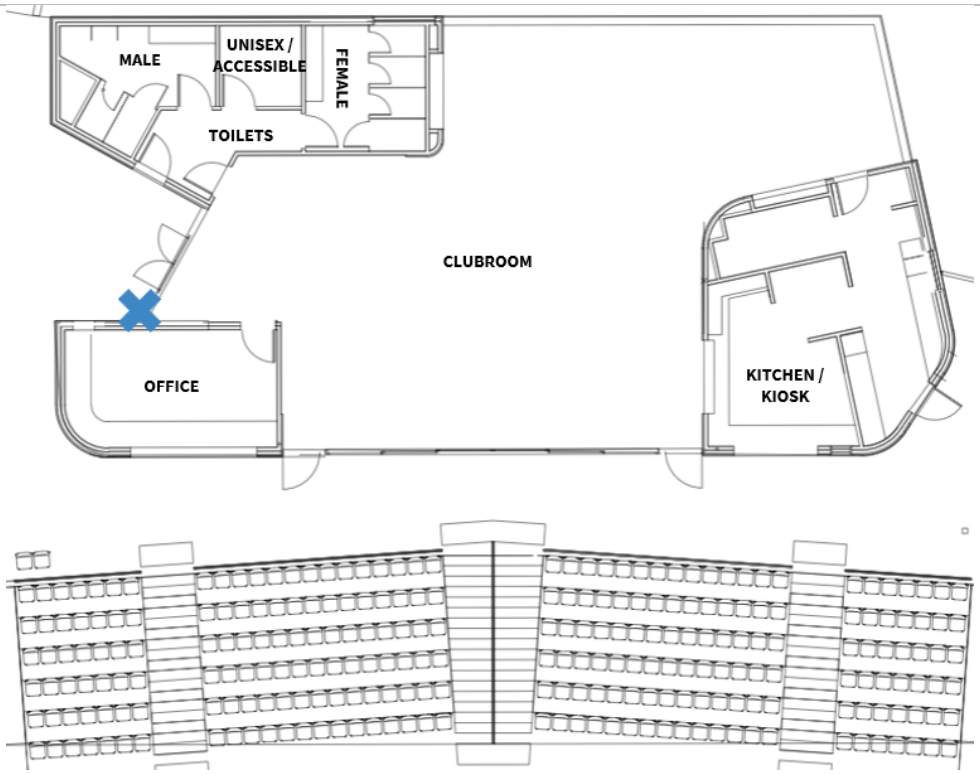
At the end of your hire, you will need to enter your unique pin code again on the keypad to lock and re-arm the building. Please ensure that all internal and external doors are closed and secure prior to activating the alarm system.

If there are any access issues at the time of your booking, please contact 08 8391 7200 (including out of business hours) for assistance.

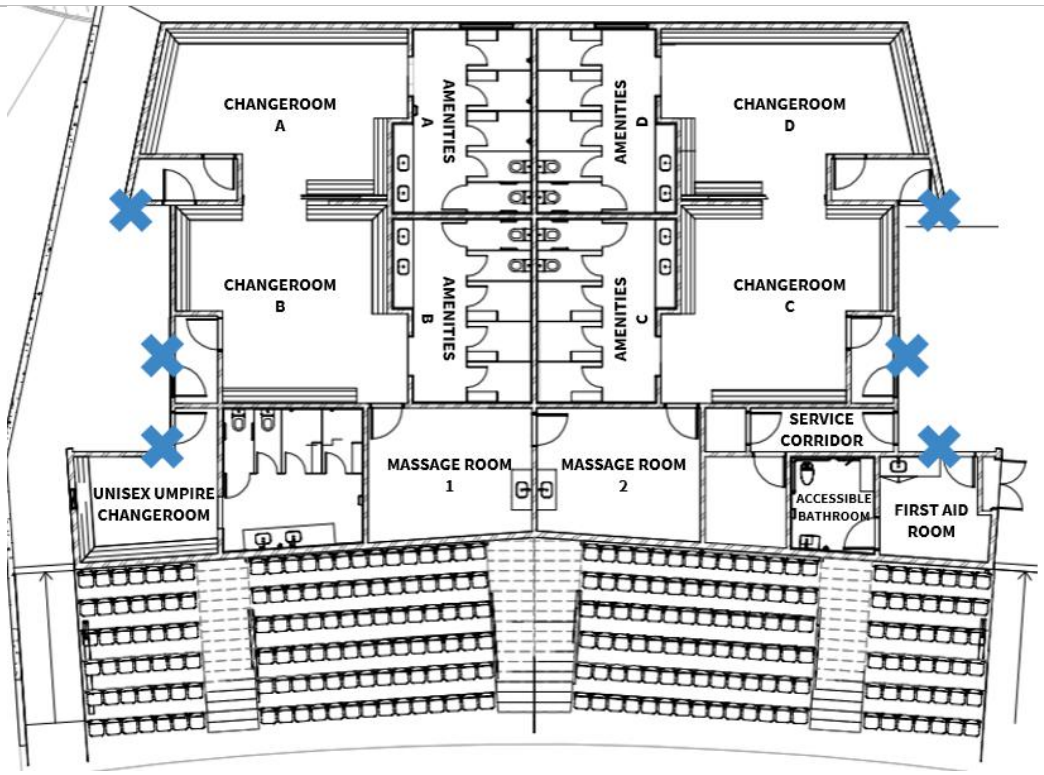


Floor Plans

Clubroom (Upper)



Changeroom (Lower)



***Please note that copies of Emergency Evacuation Plans are available upon request**

Rules

- Smoking and / or vaping is not permitted in any Council Venue.
- Smoke machines are not permitted in any Council Venue.
- All breakages or damage must be reported to Council. An audit of all equipment will be made after your hire.
- No alcohol is to be sold on the premises, unless a copy of any applicable liquor licence is provided to Council before any such event, and consent has been granted.
- No muddy boots are allowed in the Clubroom.
- Sports lighting has a strict curfew and must be switched off by 10:00pm. Fines may apply if not adhered to.
- No parking on the grassed areas is permitted; sealed car parks are available on site surrounding the oval and near the clubroom.
- The oval and ancillary areas must be returned to their original condition. All rubbish removed from the building, oval and seating areas.
- Line marking on the oval is not allowed, unless approval has been provided by Council prior to the booking.

Important Information

- Your access details will be restricted to the time of your booking, so please ensure that you have booked enough time to allow you to set up and pack up. This includes enough time to sweep & mop floors, clean bathrooms, remove rubbish and ensure all dishes are washed and packed away.
- Please note that if Council deems that the booking proposed requires security, all costs associated will be at the expense of the hirer.
- If there are any access issues at the time of your booking, please contact 08 8391 7200 (including out of business hours) for assistance.
- Please ensure that all internal doors are closed and secure prior to activating the alarm system at the end of your hire.
- As the SSRP is located near residential houses, please be mindful of noise and always ensure respectful behaviour.
- Please read the Emergency Evacuation Plan prior to your booking and note that the Evacuation Assembly Point is to the left of the entrance of the Clubroom.
- The hirer must provide a public risk insurance policy from a reputable insurer, however if the hirer intends to use the SSRP for a one-off ad hoc event, public risk insurance may be covered under Council's Summit Sport and Recreation Park facilities Hirer's Insurance Policy.
  Please see clause 4 of the Terms and Conditions page or visit the FAQ's page.

Inventory

KIOSK / CANTEEN

Fridge – Three door display *1,433L*	1
Fridge – Two door display *1,079L*	1
Chest Freezer	1
Microwave	1
Bain-Marie	1
Convection oven	1
First Aid Kit	1
Dinner plates	100
Side plates	100
Cutlery set	100
Drinking glasses	100
Water Jugs	20
Miscellaneous cooking utensils	

CHANGE ROOMS - *quantity per room*

Floor sweeper – Karcher	6
White board	1

MASSAGE ROOMS - *quantity per room*

Massage tables	2
Fridge / Freezer - 179L	1
Stretcher	1
First aid kit	1

CLUBROOM

Round Tables – Large	6
Rectangle Tables – 1800mmx900mm	2
Table trolley	1
Chairs	50
Coffee tables	3
Armchairs	12
Bar tables – Tall	3
Bar stools	9
White board	1
Lectern	1
Cordless Vacuum	1
Automated External Defibrillator (AED)	1

- *Located externally*

FIRST AID ROOM

Fridge / freezer – 125L	1
Stretcher	1
First aid kit	1
Automated External Defibrillator (AED)	1

- *Located externally*

Please note that the inventory may vary slightly due to damage, loss or general availability. If any items are crucial to your event, we recommend bringing your own.

Frequently Asked Questions

Do I have to pay a bond?
Yes, if you are a casual hirer, you will be required to pay a bond of $750 (or $1,500 for high-risk events). Regular hirers may not be required to pay a bond, but are responsible to pay for any damages, loss or call-out fees that occur.

Are we allowed to sell alcohol at the Venue?
No alcohol is permitted to be sold at the Venue, unless an appropriate liquor licence is obtained and provided to Council prior to the booking. The Hirer is responsible for seeking independent advice regarding liquor licensing requirements from Consumer and Business Services. Guidance is available at:
https://www.sa.gov.au/topics/business-and-trade/liquor

What is the capacity of the Venue and how many people can be seated?
The maximum capacity inside the Clubrooms is 250 people, and the grandstand has 238 seats available. The maximum capacity of inside the lower floor changerooms is 150 people.

Can I visit the Venue before I place my booking?
Yes, a tour of the SSRP can be arranged prior to your booking. A staff member will meet you there to provide access and assist with any questions. Please contact Council on 08 8391 7200 to arrange a time with the Venue Coordinator.

How do I book the Venue?
All bookings are made via an online booking platform called SpacetoCo, this link will direct you straight to the Summit Sport and Recreation Park booking site. https://www.spacetoco.com/space/mount-barker-summit-sport-and-recreation-park

Is there air conditioning/heating/cooling in the Venue?
Yes, there is an air conditioning system that automatically turns on and off when the building is armed / disarmed. The temperature can be adjusted via the control panel located in the Office.

What toilet facilities are available?
In the upper-level toilets near the clubroom, there are two male toilets and a urinal, four female toilets and one unisex accessible toilet with baby change table.
In the lower level, there are four changerooms, each containing two toilets and three showers. The umpire changeroom includes two toilets, and two showers and the first aid room contains an accessible toilet and accessible shower.

What parking is available?
Parking is available in the dedicated car parks located around the Oval. Approximately 205 parking spaces, including 4 accessible parking spaces. For large events, Council may be able to assist with additional parking options.

Is there external power available?
Yes, however the use of this power is subject to approval by Council and power requirements need to be discussed with the Venue Coordinator.

Is there any AV Equipment available at the Venue?
Yes, there is one TV mounted onto the wall. Connection is available through a HDMI cable and you will need to bring your own laptop.

If we have security during our hire, can we ban Council from entering?
No, Council may enter the Venue at any time, provided reasonable notice is given (except in an emergency, when no notice is required)

Does our hire come under Council's Public Risk Insurance Cover?
Depending on the type of hire, you may need to obtain Public Liability Insurance from a reputable insurer. For casual bookings, such as a one-off birthday party, Council's Hall Hirers Insurance may provide coverage. However, bookings that occur more than 10 times per year are not considered casual – for example a group holding a monthly fair would need to arrange their own insurance.
Council's Hall Hirers Insurance Policy does not cover:

- Businesses, stallholders, or individuals hiring the Venue for financial gain
- Incorporated associations, or unincorporated groups operating regular activities or businesses
- Hirers running school holiday programs

After my booking, who is responsible for cleaning up?
You are responsible for removing all materials, items and rubbish brought by you or your attendees, packing away all furniture and washing any dishes. If the optional cleaning fee has not been selected, you are also responsible for cleaning the Venue, including sweeping or vacuuming, mopping, cleaning any surfaces, and cleaning and restocking toilets.

If I hire the Venue but don't end up using it, can I get a refund?
No, you are not entitled to a refund of the booking fee if the Venue is not used during the booked time.

What is the cancellation policy?
Bookings cancelled more than 14 days before the booking are eligible for a 100% refund. Bookings cancelled within 14 days of the booking date are not entitled to a refund.

What accessibility features are available at the Venue?
There are two accessible toilets, and one accessible shower available, an accessible entrance into the clubroom as well as an accessible emergency exit. We understand that accessibility needs can vary, so we encourage you to contact Council on 08 8391 7200 to speak to the Venue Coordinator about any specific requirements for you or your guests.

Can I smoke and/or vape at the Venue?
No. As with all Council sites, smoking and vaping of any kind is prohibited within the building/s and within 10m of any entrance. In accordance with the *Tobacco and E-Cigarette Products Act* smoking and/or vaping is banned in all public areas at or within 10m of a sporting venue during an underage sporting event.

When do I get issued with a key for the Venue?
The SSRP is key-less and has an electronic access system. Once your bond has been captured, you will be provided with unique access instructions via SpacetoCo/email

If I want to hire the Venue for a purpose which includes playing recorded music is that okay?
Yes, all Council venues are licensed with OneMusic Australia, which includes live, recorded or performance music.

Can I have a bouncy castle or large inflatables during my booking?
Yes, subject to approval from Council's relevant departments. A copy of the provider's Public Liability Insurance (with a minimum cover of $10,000,000) must be supplied. There may also be the requirement to use weights to secure the inflatable, as the use of pegs may result in damage to irrigation or services or you may be required to pay for a mark-up of the irrigation. Contact Council on 08 8391 7200 to discuss further.

What do I do if there are issues with the Venue during my booking?

You can contact Council on 08 8391 7200 for assistance at any time, outside of business hours the call will be forwarded to the appropriate team for assistance.

The access code I was given isn't working, what can I do?

Your access information will only work between the start and end time of your booking, please check that you are within your booked time and not earlier/later. If the code is still not working, please contact Council on 08 8391 7200 for further assistance.

I have another question that wasn't answered here, who do I contact?

For any other questions, please contact council on 08 8391 7200 or send an email to council@mountbarker.sa.gov.au

Terms & Conditions

Venue Hire

Definitions

Authority: means any governmental, semi-governmental or other authority having jurisdiction or authority.
Bond: the security amount paid prior to the commencement of the Booking for casual hirers, or for regular hirers, the agreement that any bond-related charges (including damage, cleaning or loss) will be invoiced to the Hirer after the booking.
Booking: the confirmed reservation made by the Hirer for the use of the Venue on a specified date, time, purpose, and duration, either through the SpacetoCo platform, Hire Agreement, or any other method approved by Council.
Council: the Mount Barker District Council, including it's officers, employees, contractors, agents and authorised representatives.
Hirer: the individual who makes the Booking for the use of the Venue and who is responsible for complying with all obligations, terms, conditions and requirements set out by the Council in relation to the Booking.
Major Event: means an event that Council determines is of significant strategic, economic, cultural, civic or community benefit to the Mount Barker District and requires the use of the booked venue. The determination of whether an event constitutes a Major Event is at the sole discretion of authorised Council Staff.
Venue: the area, building facility, room, grounds or space owned or managed by the Council that is the subject of the Hirer's booking, including all fixtures, fittings, equipment and associated amenities provided for the use as part of the hire.

Terms & Conditions

1. Permits, certificates, licences and authorisations

1.1. The Hirer must, prior to accessing or using the Venue or commencing any activity, obtain and provide to Council copies of all permits, certificates, licences and other authorisations required for the activity, whether issued by Council or any other governmental, civic or municipal authority. (Liquor Licence, Fire Permit, Food Vendor Permit, Event Permit etc.)

2. Liquor Licence

2.1. The Hirer must not:
- a) sell, supply or otherwise provide alcohol or alcoholic beverages to any person; or
- b) permit or allow any person to consume alcohol or alcoholic beverages at the Venue, without Council's prior approval.

2.2. Where legally required, a valid liquor licence authorising the sale and/or consumption of alcohol at the Venue must be obtained and provided to Council prior to the Hirer's use of the Venue or commencement of the activity. (see clause 1.1)

2.3. The Hirer is responsible for seeking independent advice regarding liquor licensing requirements from Consumer and Business Services (CBS). Guidance is available at: https://www.sa.gov.au/topics/business-and-trade/liquor

2.4. The Hirer must obtain written confirmation from CBS if relying on a liquor licence exemption. It is the Hirer's responsibility to ensure compliance with all applicable liquor licensing laws and exemptions.

3. Indemnity and Release

3.1. The Hirer indemnifies and must keep indemnified the Council from and against all actions, costs, claims and damages (including legal costs on a full indemnity basis) arising out of or in connection with;
- a) the activity,
- b) the Hirer's use or occupation of the Venue, or
- c) any act or omission of the Hirer, its employees, agents, contractors, invitees or participants,

except to the extent that any such action, cost, claim or damage is caused by the negligence or wrongful act or omission of the Council.

3.2. The Hirer releases and discharges Council from all liability for any loss, damage, injury or death suffered by the Hirer or any third party arising directly or indirectly from the activity or the Hirer's use of the Venue, except to the extent that such loss, damage, injury or death is caused by the negligence or default of the Council.

4. Public Liability Insurance

4.1. Where the Hirer is using the Venue for a one-off or ad-hoc event, the Hirer may, if eligible be covered under Council's Hall Hirers Insurance Policy. The availability of this cover is at the Council's discretion.

4.2. The Hirer must obtain and maintain, at it's own cost, a public liability insurance policy:
- a) issued by a reputable insurer;
- b) in the name of the Hirer noting Council as an interested party; and
- c) for a minimum amount of $20 million in liability cover, or such other amount as the Council may reasonably require.

4.3. The public liability policy must:
- a) Include an endorsement confirming the insurer accepts the indemnity provided by the Hirer to the Council under clause 2; and
- b) insure against injury, loss or damage to any person or property arising directly or indirectly from:
  - i. the activity; or
  - ii. the Hirer's use or occupation of the Venue or its facilities

4.4. The Hirer must not commence the activity, or otherwise use the Venue, until the Hirer has provided the Council with a certificate of currency or copy of the insurance policy required under this clause.

5. Compliance with Statutory Requirements

5.1. The Hirer must, at their own cost, comply with all applicable laws, regulations, by-laws, code, approvals and any other statutory requirements relating to;
- a) the activity; and
- b) the Hirer's use or occupation of the Venue or its facilities,

including any requirements governing the installation, erection or use of temporary or permanent structures or equipment or appliances, in, on or over the land.

5.2. The Hirer is responsible for obtaining al necessary approvals or certifications required under any statutory requirement prior to commencing the activity.

5.3. If the Hirer fails to comply with any statutory requirement, the Council may, at its discretion:
   a) suspend or terminate the Hirer's booking of the Venue; and/or
   b) recover from the Hirer any costs, fines, penalties or expenses incurred by the Council because of the Hirers non-compliance.

6. Authorised Use

6.1. The Hirer must use the Venue in accordance with the activity specified in the booking, and must not permit any unlawful activity to take place in the Venue.

6.2. The Hirer acknowledges that the following activities are strictly prohibited in the Venue without the Council's prior written consent and/or relevant permit:
   a) Vehicles;
   b) Horses or similar animals; and
   c) Fireworks or pyrotechnics; and
   d) Bouncy Castles or large inflatables.

6.3. The Hirer must not install, erect, or remove any temporary or permanent structure in the Venue without the Council's prior written approval.

6.4. The Hirer may affix signs, decorations, or other items to the walls, floors, ceilings, windows, or doors of the Venue only with the prior approval of Council. The Hirer is responsible for all costs associated with repairing any damage or undertaking any cleaning required because of such affixation.

7. Maintain Condition of Venue

7.1. The Hirer must, at its own cost, keep the Venue in a good, safe and clean condition for the duration of its use, to the satisfaction of Council.

7.2. The Hirer must also comply with all reasonable directions or requests of Council in relation to the care, safety, and cleanliness of the Venue.

7.3. If the Hirer fails to maintain the Venue in accordance with Clause 6.1, the Council may carry out any necessary cleaning, maintenance, or repairs and reserves its right to recover all reasonable related costs from the Hirer.

8. Damage

8.1. The Hirer must, at its own cost, keep the Venue in a good, safe and clean condition for the duration of its use, to the satisfaction of Council.

8.2. The Hirer must also comply with all reasonable directions or requests of Council in relation to the care, safety, and cleanliness of the Venue.

8.3. If the Hirer causes activation of the security alarm and/or fire protection system resulting in a security patrol or emergency response, the Hirer is responsible for all associated costs, including call out fees.

8.4. If the Hirer causes any damage to the Venue or any Council property because of the activity, use or misuse of the Venue,
   a) Council will carry out any necessary rectification or repairs; and
   b) the Hirer must reimburse the Council for all reasonable costs incurred as a result of the damage (See clause 7.3)

8.5. The Hirer acknowledges and agrees that the security bond may be forfeited to cover costs associated with the damage. The Council may also recover costs directly in accordance with the Terms and Conditions of Hire.

8.6. Notwithstanding the above, Council will notify the Hirer of any actions required to be undertaken by the Council to rectify any damage.

9. High Risk Events

9.1. Events considered high risk may include, but are not limited to:
   a) 18th or 21st birthday parties;
   b) hens or bucks nights;
   c) public events;
   d) events involving activities that may reasonably increase the likelihood of property damage, noise disturbance, antisocial behaviour or safety incidents; and
   e) any other event the Council reasonably considers to be high risk, taking into account the nature of the activity, attendees, time of day, past conduct of the Hirer, or any other relevant circumstances.

9.2. For any high-risk event, the Council may require a bond of $1,500 to be secured prior to the booking.

9.3. The Council reserves the right to determine whether an event is high risk.

10. Security

10.1. If the Council determines that security is required for an event, the Hirer must, at their own cost, ensure that licensed security personnel are present for the duration of the hire.

10.2. The Hirer must comply with all Council directions regarding security, including locking doors when entering and exiting the Venue.

10.3. The Council may inspect the Venue at any time to verify compliance with security requirements

11. Fire Precautions

11.1. The Hirer must comply with all fire safety requirements and directives of the Council, including fire alarms, evacuation procedures, and any fire drills or related instructions.

11.2. Open flames (ie. Fire pits) are not permitted without the prior written approval of Council and appropriate permits issued.

11.3. Smoke machines or any devices that may trigger the fire alarm are prohibited without the prior written approval of Council.

11.4. If the Hirer causes activation of the fire protection system resulting in a security patrol or fire service response, the Hirer is responsible for all associated costs.

12. Music/Noise

12.1. The Venue is licensed with OneMusic Australia for the performance of music, which may include live, recorded, or other types of performance music.

12.2. The Venue may comprise multiple hire areas, and noise from your event may affect other hirers and surrounding residents. Hirers must take reasonable steps to minimise disruption and advise their guests accordingly.
12.3. Hirers must at all times respect the rights of nearby residential and commercial neighbours. Noise levels must be controlled to avoid causing a nuisance or disturbance to surrounding properties.
12.4. Hirers must acknowledge and comply with the time limitations placed on each Venue.

13. Booking Not Transferable

13.1. A booking is specific to the individual hiring the Venue and may not be transferred, assigned, or sublet to any other person or organisation.
13.2. The Hirer remains legally responsible for complying with all obligations, payment, terms and conditions of the booking, regardless of any other persons attending or participating in the activity.

14. Warranty

14.1. The Hirer warrants that they have inspected the Venue and they are satisfied that the Venue is safe, suitable, and fit for the intended activity.
14.2. The Council makes no warranty, express or implied, that the Venue is suitable, either structurally or otherwise, for the activity or the Hirer's intended use.

15. Contractual rights only

15.1. The Hirer's booking only grants a limited occupation for the use of the Venue for the booked activity. It does not confer any exclusive, proprietary, or ownership rights, nor any entitlement beyond those expressly set out in the booking and these terms and conditions.
15.2. Council is not liable for damage, loss or removal of property owned by the Hirer or its employees, agents, contractors, invitees or participants that is used or remains at the Venue during and beyond the booking period.

16. Council's Right to Enter

16.1. Council may enter the Venue at any time, provided reasonable notice is given to the Hirer, to carry out any reasonable action.
16.2. In the event of an emergency, the Council may, without prior notice:
  a) enter the Venue; and/or
  b) close the Venue; and/or
  c) prevent the Hirer from accessing the Venue until the emergency has been resolved.

17. Obligations of Expiry of Hirer's Booking

17.1. The Hirer must, at their own cost, ensure that the Venue is returned to the condition it was in prior to the hire within the period of their booking, including but not limited to:
  a) removing any temporary structures;
  b) cleaning the Venue and removing all rubbish and/or materials resulting from the activity or use;
  c) returning all furniture and equipment to its original position; and
  d) ensuring all doors and windows are securely fastened and all lights and power are switched off.
17.2. Where a key has been provided for entry into the Venue, casual Hirers must return the key to Council within two business days following the conclusion of the booking. Regular Hirers who retain a key on an ongoing basis must comply with their signed Key Custodian Form.
17.3. If the Hirer fails to comply with clause 17.1 to the Council's satisfaction, the Council or it's contractors may be required to undertake work to return the Venue to the original condition. In these cases, the Hirer must reimburse the Council for all costs incurred, and/or any security bond paid may be forfeited or drawn upon in accordance with the Venue Hire Terms and Conditions.

18. Soilage Fee

18.1. If the Hirer fails to remove all rubbish and waste from the Venue at the conclusion of their booking, a soilage fee will be charged against any security bond held.
18.2. Any Hirer who has received a discounted rate or are using the venue free of charge but fails to remove all rubbish and waste from the Venue will be liable to pay the full cost of cleaning, as set out in Council's endorsed Annual Fees and Charges.

19. Breach

19.1. If the Hirer breaches any provision of the terms and conditions stated in this document and fails to remedy the breach within a reasonable time after being directed by the Council to do so, the Council may terminate the Hirer's future bookings immediately.
19.2. Subject to Clause 19.1, Council reserves it's right to not approve any new future Venue hire bookings made by the Hirer as a result of any historical breach.
19.3. The Hirer is responsible for all costs incurred by the Council because of any actual or threatened breach of the Hirer's booking or the terms and conditions set out in this document.

20. No Refund

20.1. The Hirer acknowledges and agrees that no refund of the hire fee will be payable if the Hirer fails to use the Venue for the booked activity.

21. Type of Activity

21.1. The Council reserves the right to refuse or cancel any booking that it reasonably considers unsuitable, inappropriate, or incompatible with the Venue or its facilities.

22. Bookings

22.1. The Venue can only be hired by a person aged 18 years or over.
22.2. Hirers must book the total time required for their activity, including setting up, packing away, and clening. Hirers must strictly adhere to their booked times, acknowledging that:
  a) Council may accept booking requests from other hirers immediately before or after the scheduled bookings; and
  b) the Hirer will be responsible for all costs incurred as a result of exceeding their booked time.

23. Not-for-profit Organisations

23.1. The Hirer is responsible for providing evidence of their status as a not-for-profit organisation.

23.2. Reduced or waived fees will only apply to activities that are directly related to the Hirer's not-for-profit status.

23.3. The Hirer may be required to provide evidence demonstrating the community benefit of the activity to qualify for the applicable fee reduction or waiver.

24. Safe Environment

24.1. The Council is committed to providing a safe environment for children and other vulnerable persons. Hirers must comply with the Council's *Child Safe Environments Policy* at all times.

24.2. Failure to comply with the policy may result in the Hirer being denied future use of Council facilities. A copy of the policy is available at www.mountbarker.sa.gov.au/policiesandby-laws

25. Food Safety and Catering

25.1. Hirers organising events involving the preparation, sale, or service of food must comply with all relevant Food Safety Standards and Requirements. For further information and registration forms, visit: www.mountbarker.sa.gov.au/foodsafety and www.foodstandards.gov.au

25.2. All cooking oil must be disposed of off-site and must not be poured into any internal or external drains, sinks, or toilets at the Venue.

25.3. All cooking must be carried out in designated kitchen areas. Cooking is strictly prohibited in halls, rooms, or passageways.

26. Excluded from Hire

26.1. The hire fee does not include

a) the setting up or packing away of seating, tables or any other hire equipment before or after the activity, and

b) refreshments, tea, coffee, milk etc

27. Included with Hire

27.1. Basic cleaning supplies, including dishwashing liquid, cleaning products, and garbage bags, are available. For large bookings, Hirers are encouraged to supply additional bins or containers for rubbish.

27.2. While Council staff strive to provide strong customer service, it cannot be assumed that they will be readily available to address queries or issues that may arise. It is incumbent on the Hirer to be well informed and prepared before the hire of a Venue.

28. Access

28.1. Access to the Venue will be arranged once the required bond has been paid and booking confirmed. Depending on the Venue, access will be provided by:

a) collection of a physical key; or

b) or provision of a temporary access code.

28.2. Where a key is required, the Hirer must collect and return the key in accordance with Council's instructions. Failure to return the key on time, or loss of the key, may result in the Hirer being charged the cost of replacement and any associated security re-programming.

28.3. If Council staff are required to attend the Venue to provide access due to the Hirer's failure to collect a key, incorrect use of an access code, or any other access issue deemed the responsibility of the Hirer, all associated call-out costs will be borne by the Hirer.

28.4. No call-out costs will apply where the access issue is due to a fault or error on the part of Council.

29. Major Events

29.1. Council reserves the right, at its sole discretion, to cancel or relocate a booking where the venue is required for a Major Event.

a) Except in exceptional circumstances, Council will provide the Hirer with a minimum of sixty (60) days' written notice of any cancellation or relocation under this clause. Where reasonably practicable, Council will make reasonable efforts to offer an alternative venue, date or time. If no suitable alternative can be agreed, any hire fees paid will be refunded in full.

b) Council will not be liable for any consequential, indirect or incidental loss, damage or expense incurred by the Hirer as a result of a cancellation or relocation under this clause.

30. Turf and Pitch Maintenance

30.1. Where the Venue includes turf, playing fields, ovals or sports pitches, the Hirer must take all reasonable steps to ensure those surfaces are protected and maintained in the same condition as they were in at the commencement of the Booking, fair wear and tear is accepted.

30.2. The Hirer must not undertake any activity, or permit any activity to be undertaken, that may cause avoidable damage to turf or pitches, including but not limited to:

a) unauthorised vehicle access;

b) use of stakes, pegs, structures, or equipment that may penetrate or damage the surface;

c) excessive water use; and

d) activities that create ruts, divots, burn marks or surface instability.

unless prior written consent has been granted from the Council.

30.3. The Hirer must immediately notify the Council of any damage, deterioration, or safety hazards relating to turf or pitches that occur during the Booking.

30.4. If the Hirer causes damage to turf, playing surfaces, or surrounding irrigation or drainage infrastructure, the Council may undertake rectification works and recover all associated costs from the Hirer. Any such costs make be deducted from the Hirer's bond or otherwise invoiced to the Hirer.

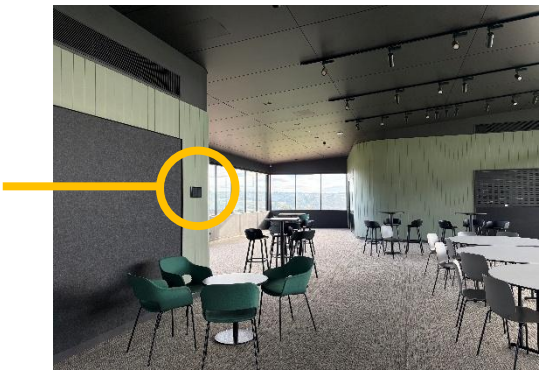
Appendix 1

Scoreboard Instructions

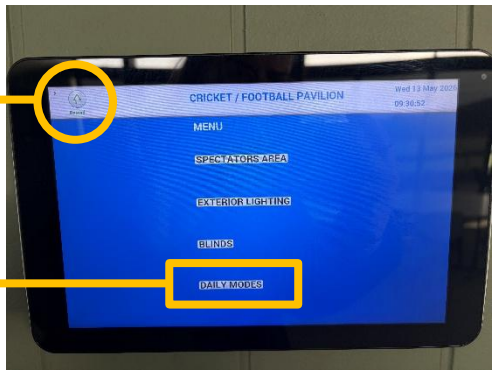
The scoreboard is designed to be used for scoring AFL matches and Cricket matches. It could also be used independently for a timer and/or siren for other sporting activities.
The following instructions are a condensed, quick start guide and more comprehensive information on the scoreboard software can be found within the Time Keepers Box at the SSRP.

1. **Turn on the Scoreboard**

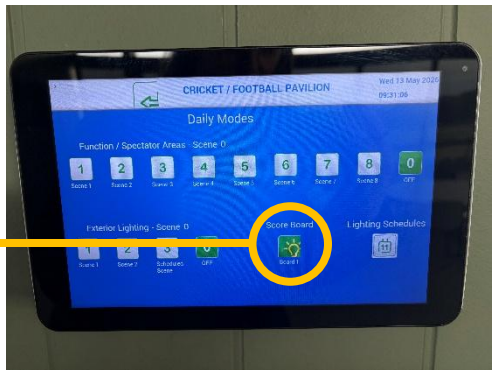
a. To turn on the scoreboard, you will need to enter the main clubroom. On the left wall there is a control panel, tap the screen to activate the control panel.



b. Once the screen is activated, the main menu will be displayed. (If not displayed, tap the arrow in the top right corner) From the main menu, select *Daily Modes.*



c. From the *Daily Modes* menu, select the *Score Board* icon and tap to activate. (It will display green to indicate that it is on)
The physical scoreboard will also illuminate.

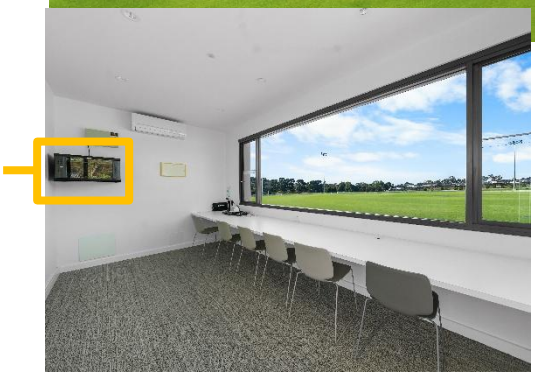


2. Setting up the Scoreboard laptop

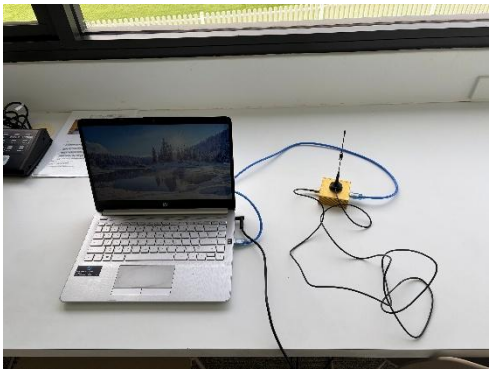
a. Once the scoreboard has been switched on, make your way into the Time Keepers Box. Which is separate to the main building.



b. A laptop is stored in the room, and can be found in the black communications box on the far end wall. There will also be a laptop charger in there.



c. Connect the laptop to the wireless transmitter (gold box with antenna). There is a blue USB cable connected to the gold box, plug this into the laptop in the designated USB port. (Identifiable by the *USB Com* sticker)



3. Using the Scoreboard Software

a. Turn the laptop on, and open the *Scoreboard* software application found on the desktop.



b. From here, you can select the appropriate sport to use for the scoreboard.

c. You can use the section on the left under *Team Name* to input team names, or player names as required

d. The timer feature along the top, can be used to count the time up or down, and the siren will sound once complete.

e. Scores can be recorded by using the up/down arrows on the main screen and this will reflect onto the scoreboard accordingly.



Appendix 2

PA System Instructions

The PA system is available for use to make announcements, play music or audio around the Oval Surrounds. This can be used via cordless microphones, or a fixed microphone from within the Time Keepers box.

When you are finished using the system, please ensure that all equipment has been turned off, and cordless microphones are placed back in the charging dock.

1. Using the fixed Paging Microphone

a. Once you enter the *Time Keepers Box* you will see the Paging Microphone located on the desk.



b. There are three areas around the oval that you can select for the audio to come from. (Oval, Grandstand & Perimeter)
Select the area you would like to use, and the button will illuminate orange.



c. When you are ready to speak, hold the PAGE button down, and speak into the microphone. Once you have finished speaking, release the PAGE button. *(You must hold down the button whilst speaking)*

2. Using the cordless handheld microphones

a. There are two cordless microphones available in the Time Keepers box. Select which one you would like to use, and turn it on using the physical switch on the microphone.



b. You will find a white control panel within the *time keepers box* that will control the microphones.

c. There are five sources available for the audio, (Mic 1, Mic 2, FM Radio, USB and AUX) and three areas available for the output. (Oval, Perimeter and Grandstand)



3. Select the required area/s, under the corresponding output and adjust the volume appropriately using the slider or the arrows.

Appendix 3

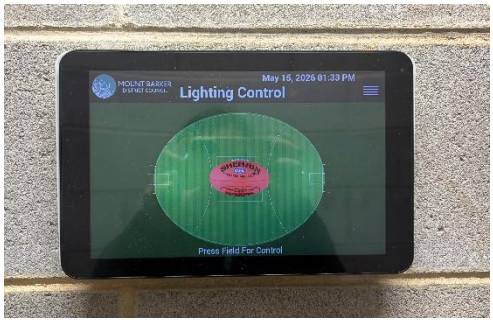
Oval lighting towers

There are four sports lighting towers around the outside of the Oval, that can be used and switched on upon agreement and approval from Council.

Please be aware that there are strict curfews with the lights, and they must be switched off by 10:00pm. You are welcome to contact Council for any concerns about your ability to comply with this curfew.

1. **Turning on the Light Towers**

a. The light tower control panel can be found within the Service Corridor. (Refer to floor plan on page 6 of this document)



b. Tap the screen to activate, and then tap on the football icon to open the controls screen.

c. Tap the relevant lighting option on the right hand side for your activities. (Football/Cricket training, or games)



d. Once you have finished your activities please ensure that you return to the service corridor and turn the light towers off.



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