



CITY OF GREATER BENDIGO

Facility Hire Guide



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The City of Greater Bendigo manages and hires sporting fields, reserves, parks and gardens throughout the Greater Bendigo Municipality, for community benefit.

The City strongly encourages sporting club tenants to hire out City owned and/or managed pavilions to community groups and members of the Bendigo community, outside of traditional club activities.

This Guide has been developed as a point of reference for sporting groups who operate at City-owned/ managed sporting pavilions. This Guide provides information and resources and outlines the responsibilities and requirements of tenant sporting groups, in relation to booking out pavilions.

Hiring out your pavilion is a great way to minimise the financial effects from the rising costs of utilities bills, whilst providing an affordable and effective service for the Greater Bendigo community.

For use of the playing fields and/or reserves, all hirers are to be directed the City.

Definitions

City – City of Greater Bendigo

Pavilion/ Premises – refers to the building in which the club or committee operate in or hire out.

Hirer – the individual(s) or group requesting use of the pavilion temporarily.

Club/ committee, tenant, facility manger & bookings officer – all refer to the tenant group who operate the pavilion facilities on behalf of the City.

Winter season: April 1 to September 30

Summer season: October 1 to March 31

Promoting your Pavilion Facilities:

Hiring out your facilities is a great way to provide an additional revenue stream for your club, whilst reducing utility costs. It's also very beneficial for providing affordable facilities for local community organisations, and private or business groups.

When looking to hire your pavilion facilities, it is important for your club to consider:

- Developing a formal hire process and delegating a role within your committee structure to allow for a bookings officer type role. It is also important to develop a formal hire process, in consultation with the committee your club may share the pavilion facilities with
- Setting up a generic email and/or website, where the pavilion manager/ committee members can access the enquiries when required. A generic email will also ensure all the enquiries go to the one place and the necessary documents, associated with hire, can be tracked, and recorded. For example, facilitybookings@gmail.com
- Providing potential hirers with descriptive or visual information in relation to the spaces for hire, as well as providing information regarding appliances and other hire specific items that may be available (such as cutlery/ crockery, chair and tables)
- Creating a website where potential hirers can visit to find out further information about the space. There are plenty of ways to set up free, easy to use webpages to promote your facility to the general public. Things to include are information regarding how a community member would go about the process of hiring the facility (contact details) and what assets/appliances does the facility have that can be hired, with the use of pictures etc
- Promoting venue availability via sporting club newsletters/ mail outs

Setting Hire Fees:

It is recommended that all relevant clubs/ committees agree on and apply sustainable, yet affordable fees for hire of the pavilion for events, including the consideration around reducing the impact of hire costs on community group bookings, where possible.

Fees are also recommended to be reviewed annually by the committee(s) managing the pavilion.

As a minimum, fees should reflect the operational costs of running the pavilion, which includes utilities costs (water, gas, electricity), cleaning costs (if included) as well as provision of maintaining fit out items or technology that may be available for hire.

It is strongly advised that the club/ committee receive upfront deposit payment for hire, and if appropriate, a security bond fee for the pavilion, at least two (2) weeks in advance of the booking date. If the fees are not paid in full, the club/ committee managing the operations of the pavilion has the right to decline the booking.

Clubs/committees may also want to consider adding in a cleaning fee as part of the facility hire fees. This cleaning fee can be included into the overall cost of hire or issued separately to the hire cost. Either way, these details should be disclosed in the booking application form.

Please see the below table for an example of how hire fees can be applied to your club's facilities:

Hire fees are encouraged to be at a reduced rate for community group hirers wanting to utilise the pavilion on a regular or reoccurring basis, compared to a private or business one-off private event.

Private use can be categorised as events such as private birthdays and other private or business-related functions that are not associated with a non-for-profit community group. It will also be up to the club/ committee to determine whether an event is suitable (or to risk adverse) to be held at the facility.

Security Bonds:

It is imperative to have security bonds in place for both private and community group bookings, to ensure items used as part of hire can be replaced or repaired, if they are deemed to be damaged as a direct result of the hirer. Failure to put in place a security bond, effectively mean the club/ committee will be liable and responsible to pay the cost for the said item(s).

Bond payments also provide security against breach of the hire agreement terms and conditions. Provision of false information or conduct of activities outside of the agreed terms will result in the hirer forfeiting the bond amount.

Return of bonds should not occur sooner than 14 days following conclusion of the activity.

	Meeting Hire (half day)	Meeting Hire (full day)	Function Hire (half day)	Function Hire (full day)
Meeting room 1	\$25	\$48	N/A	N/A
Meeting room 2	\$35	\$65	N/A	N/A
Meeting room 3	\$48	\$94	\$65	\$110
Function room 1	N/A	N/A	\$72	\$130
Function room 2	N/A	N/A	\$107	\$210



Keys and accessing a City building:

The club/ committee member responsible for instigating the booking should provide information on how the hirer may arrange access to the building, prior to the hire date. For security reasons, it is recommended the tenant club/ facility manager opens and closes the building at the time agreed upon with the hirer.

The City does not advise to store keys on site, nor issuing out keys to the hirer. The reason being; if keys are reported to be lost, the cost incurred to issue new keys or rekey the pavilion, may fall back on the tenant club.

If keys are lost, please report them lost to the City of Greater Bendigo on 1300 002 642 or requests@bendigo.vic.gov.au

Bookings Arrangements:

The committee is responsible to develop and generate a hire form that has been approved by the City, so that all the hire information can be captured.

As a committee, you are responsible to ask for and record a copy of the hirer's Public Liability Insurance documentation prior to all business or community hire taking place. Failure to do so may mean the committee is liable for incident or injury that occurs as a direct result of hire.

When hiring out a pavilion for private events, Public Liability documentation must be received and recorded by the pavilion manager, via the hirer, prior to the date of hire. If the pavilion manager does not receive this document, there is risk of the club/ committee becoming liable for claims made as a direct result of the actions caused by the hirer.

Public Liability documentation must be kept on file for a minimum of five (5) years, for the purpose of any future claims that may be lodged by a hirer over this period.

Private groups who do not have public liability insurance can obtain one-off coverage for the event through a third-party insurance provider at their own cost, in addition to hire.

Property Insurance

Buildings owned/ managed by City of Greater Bendigo are insured by Council unless otherwise stated. All contents which the Council owns, operates or controls are insured by Council.

Tenant Property (contents):

The club/ committee must insure its own property for loss and damage from risks including fire and water damage, for its full replacement. Contents purchased or supplied by clubs/ committees are not considered fixtures of the facility remain the property of the club/ committee managing the operations of the pavilion and therefore are not insured by Council.

Cash, consumable goods and sporting equipment kept on premises by occupiers are also not insured by Council.

Loss or Damage:

To avoid any loss or damage to the pavilion, it is strongly recommended that the pavilion manager conducts a pre and post inspection of the facility, recording asset condition and noting down any damage or loss of items caused by the hirer. It is important to keep a record/ checklist of these items, in the instance that a hirer causes damage or loss to property. It is also beneficial to caution those hiring the facility of the usual causes of damage, such as the use of pegs in the ground to secure marquees.

If the facility manager inspects to find loss or damage to property as a result of hire, the facility manager is well within their rights to deduct a monetary figure from the bond, equal to the cost of repair or replacement if the item in question.

On the other hand, damage to the building due to break-ins or vandalism needs to be reported in the first instance to police and secondly to the City. The City will assess each incident individually and if required, program works to repair the extent of the damage caused, in a prompt manner, making the facility safe and secure until further works are scheduled.

To determine what loss and damage is the club's responsibility and what is the City's responsibility, please refer to the [Sports Club Maintenance and Servicing Guidelines](#). To report these and other building related incidents to the City, you can contact the after hours on 1300 002 642 for a prompt response or email requests@bendigo.vic.gov.au for less urgent matters.

Occupational Health and Safety:

The Facility Managers/Booking Officers are responsible for ensuring that the hirer of the facility is aware of the Occupational Health and Safety requirements, namely:

- Electrical safety requirements – hirers to ensure that all electrical appliances brought onto the site have been tested and tagged by a qualified tester and electrical equipment are set up correctly and used safely
- First aid – Council facilities are not required to provide first aid kits for community use. The hirer should ensure access to first aid requirements
- Emergency Evacuation Procedures – hirers to be aware of the evacuation procedures of the facility
- Hirers must not permit smoking within the facility or within 4 metres of the entrance to the facility. Strictly no smoking at junior sporting events

Permits:

The hirer is responsible for obtaining any permits/ registrations, where applicable and must be sighted and recorded by the facility manager, prior to the booking date. Examples of permits that may be required:

- Where food is to be sold by the hirer, a Food Handling permit must be obtained via [Stretrader](#). Information regarding safe food handling can be found via the Victorian Government - Department of Health website
- Clubs/ committees or hirers operating at Council owned/ managed facilities are not permitted to sell or consume liquor without first obtaining the appropriate Licenses required by the Liquor Control Reform Act 1998

Liquor Licences:

The type of Liquor Licence required is largely dependent on the circumstances under which the club/ committee operate.

Please refer to the relevant club or facility managers liquor licence for the premises for information regarding:

- The area(s) of the premises where alcohol can be served and consumed
- The days and times that alcohol can be served and consumed
- Whether the club/ committee are permitted to serve alcohol at non-club related events

Failure to comply with the liquor licence or failure to provide a liquor licence can incur fines and even removal of the club's liquor licence.

Please ensure non club/ committee events involving alcohol are registered with the Police.

Resources:

- [Facility hire booking template](#)
- [Invoice template](#)
- [Liquor licensing laws](#)
- [Other club resources](#)
- [Facility tenancy and service Information](#)

