

# Private Functions on Public Reserves

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<b>Directorate:</b>	City Lifestyles
<b>Record Number:</b>	POL22/58

## 1. Purpose

Council welcomes the community to use its parks and reserves for special private gatherings and functions, which complement existing use by the general public. All coordinated, private functions requiring the use of Council managed public reserves are subject to this policy. The purpose of the policy is to prevent conflicts, make necessary maintenance preparations, monitor use and avoid the overuse of public reserves.

## 2. Objectives

The objectives of this policy are to:

- a) Facilitate and manage private functions held on public reserves.
- b) Ensure private functions are carried out without unduly impacting on normal use of public reserves and the amenity of neighbours.
- c) Provide terms and conditions appropriate to the location and size of the private function being held on public reserves.

## 3. Statement

This policy applies to all public reserves which are managed by Shoalhaven City Council and are subject of a private function.

This policy does not apply to:

- Council managed or owned public buildings & facilities including: Showgrounds, Community Halls, Community Centres, Sportsgrounds & Surf Clubs which are located on public reserves and limited private function use is a permissible use; and
- Community or religious functions or events that require a development application (DA).

In exceptional circumstances, Council's Director responsible for this policy has the ability to merit assess and approve a function which does not fully meet the provisions of this Policy.

## 4. Provisions

The following general and specific provisions form the Terms & Conditions for private functions on public reserves.

### 4.1 General Provisions

- a) Reserve bookings will be accepted a maximum of 18 months in advance of the function.
- b) Function areas must be located a minimum of 25 metres from playgrounds, amenities building and private residential boundaries. The function must not also block access to other public facilities such pathways and car parks.
- c) Reserve bookings for functions (excluding those that require a Development Application (DA) will be accepted only outside of peak tourism periods. Peak tourism periods include the Christmas, Easter and summer school holiday period.
- d) Reserve bookings can be approved between the following hours:  
Monday to Saturday 10am to 10pm  
Sunday 10am to 8pm

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- e) A DA may be required for some private functions or infrastructure associated with the private functions. The function organiser is to contact Council's Planning & Development Services Group to determine if a DA is required.
- f) No fencing or other barriers are permitted.
- g) The area is to be left in a clean and tidy condition, and arrangements will be made for the collection/ removal of any waste generated as a result of the private function.
- h) Service of any alcohol (where permitted – noting that some reserves in the Shoalhaven are declared as Alcohol Free Zones) will be carried out by a person(s) with a valid RSA accreditation. Police must also be notified of any function serving alcohol.
- i) Fireworks are not permitted.
- j) Parking is permitted in allocated parking areas only. Vehicles are not permitted to enter the public reserve or beach.
- k) No helium filled balloons to be used on any playing field, sportsground or reserves. No balloons, helium filled or otherwise, to be released in or around any Council owned playing field, sportsground or reserves.
- l) If the function is a wedding, only biodegradable confetti, bubbles or loose rose petals are to be used.
- m) If the function is a wedding, multiple ceremonies that are facilitated by a wedding planner or celebrant in the same location and on the same day are not be permitted.
- n) Fees and bonds are included in Council's adopted Schedule of Fees & Charges - <https://www.shoalhaven.nsw.gov.au/My-Council/Fees-and-charges>. Fees and bonds are required to cover Council's costs of administering the service, address any damage caused to a public reserve as a direct result of a private function and to encourage and ensure compliance with the Terms & Conditions issued in a permit for use of a public reserve. Therefore, if Terms & Conditions are not abided by part or all of the bond may be retained by Council. The final bond amount will be determined by Council staff and related directly to managing the function requirements.

### Specific Provisions

Private Functions on Public Reserves are permissible if they comply with the above general provisions and the following function hierarchy:

#### Small Function

No Council booking, permit or fee is required if the following terms & conditions (and General Provisions) are abided by:

- Maximum number of people (including children) at the private function is 50 (total).
- Maximum duration of the function is 3 hour (incl. set up/ pack up).
- The area is available to be shared with the general public (i.e. the public reserve is for the use and enjoyment by all and public access must not be restricted in any way).
- Infrastructure is limited to a personal/ 'pop up' marquee (maximum 3m x 3m), one table and 10 chairs (that can be carried in and out of the public reserve). Larger marquees are not permitted.
- Public Address (PA) systems are not permitted.

### Additional Provisions for Weddings:

- The organiser conducts a wedding ceremony only on the public reserve, with a wedding reception being held at a separate venue.

### **Medium Function**

A booking, permit and fee is applicable and the following terms & conditions (and General Provisions) are to be abided by:

- Permitted only in the reserve locations listed and mapped in Appendix A & B. The remainder of the public reserve is for the use and enjoyment by all and public access must not be restricted in any way.
- Maximum number of people (including children) at the private function is 100 (total).
- Maximum duration of the function is 3 hours (incl. set up/ pack up).
- The organiser is required to ensure safety and security for the function. The organiser must delegate a Function Safety Coordinator (in the application), who must be on site at all times during the function, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities.
- The application form declaration has been signed by the Function Safety Coordinator.
- The organiser or Function Safety Coordinator will inspect the nominated area before the function and if additional bins are required the cost will be in accordance with Council's adopted Schedule of Fees & Charges or by the applicant making arrangements with a waste contractor.
- The organiser will not sublet the nominated area or assign rights to any other organisation or person.
- The organiser is required to advise the Police of the function.
- Infrastructure is limited to two personal/ 'pop up' marquees with a maximum size of 9m<sup>2</sup> (with the exception of Currarong where one only is permitted), two tables, 50 chairs, an aisle runner and 2 flags. Larger marquees are not permitted.
- No access to electrical power in public reserves will be granted. 0
- Public address (PA) systems are required to be battery operated. Noise is to be controlled by the organiser and is not to create a nuisance to other park users or private residences, therefore your function must be carried out in a manner which does not cause offensive noise as defined by the Protection of Operation of the Environment Act 1997. That is, the noise level produced during the function shall not exceed the background level (L90), by more than 5 dB when measured at the nearest residential boundary. Speakers must also be faced away from neighbouring properties.
- If the nominated area is left in a clean and tidy condition and the overall Terms & Conditions are abided by the bond will be authorised for return to the function organiser. If the nominated or surrounding area has been left in an untidy condition or the nominated or surrounding area has been damaged, Council will contact the organiser and make arrangements for cleaning or repairs to be carried out. Any costs incurred for any additional cleaning or repairs necessary to reinstate the nominated or surrounding area to the condition it was before the time of the function will be deducted from the bond. This bond can be withheld if the terms & conditions are not fulfilled or if the function has a significant impact on the general users of the reserve or neighbours.

### Additional Terms & Conditions for Weddings:

- The organiser conducts a wedding ceremony only on the public reserve, with a wedding reception being held at a separate venue.

### **Large Function**

A booking, permit and fee is applicable and the following terms & conditions (and General Provisions) are to be abided by:

- Permitted only in the reserve locations listed and mapped in Appendix B. The remainder of the public reserve is for the use and enjoyment by all and public access must not be restricted in any way
- Maximum number of people attending the private function must be easily accommodated within the mapped area and not exceed 200.
- Maximum duration of the function is 6 hours and set up / pack up to occur within a total of 2 days.
- If a marquee is to be erected a minimum 100m<sup>2</sup> up to maximum 300m<sup>2</sup> total floor area is permitted.
- The nominated area gives primary use of this part of the public reserve. The remainder of the public reserve is for the use and enjoyment by all and public access must not be restricted in any way.
- The organiser is required to ensure safety and security for the function. The organiser must delegate a Function Safety Coordinator (in the application), who must be on site at all times during the function, be contactable by mobile phone and be responsible for liaising with all of the relevant authorities.
- The application form declaration has been signed by the Function Safety Coordinator.
- The organiser or Function Safety Coordinator will inspect the nominated area before the function and if additional bins are required the cost will be in accordance with Council's adopted Schedule of Fees & Charges or by the applicant making changes with a waste contractor.
- The organiser will not sublet the nominated area or assign rights to any other organisation or person.
- The organiser is required to advise the Police of the function.
- If access is required to electrical power in public reserves an additional fee will be required for this access and supply. The organiser must ensure that all electrical equipment is compatible with the available electrical supply and all electrical equipment meets relevant standards.
- Public address (PA) systems outside a marquee are required to be battery operated. Noise is to be controlled by the organiser and is not to create a nuisance to other park users or private residences, therefore your function must be carried out in a manner which does not cause offensive noise as defined by the Protection of Operation of the Environment Act 1997. That is, the noise level produced during the function shall not exceed the background level (L90), by more than 5 dB when measured at the nearest residential boundary. Speakers must also be faced away from neighbouring properties.
- If the nominated area is left in a clean and tidy condition and the overall Terms & Conditions are abided by the bond will be authorised for return to the function organiser. If the nominated or surrounding area has been left in an untidy condition or the nominated or

surrounding area has been damaged, Council will contact the organiser and make arrangements for cleaning or repairs to be carried out. Any costs incurred for any additional cleaning or repairs necessary to reinstate the nominated or surrounding area to the condition it was before the time of the function will be deducted from the bond. This bond can be withheld if the terms & conditions are not fulfilled or if the function has a significant impact on the general users of the reserve or neighbours.

- The organiser accepts responsibility for any claim for damage to property or injury to persons which arises from your use and occupation of the nominated area. The organiser must obtain and maintain public liability insurance for the amount set out in the permit with an insurer approved by the Australia Prudential Regulation Authority. A Certificate of Currency must be provided to Council at least 14 days prior to the function.

### **Addition Function Venues**

In addition to those public reserve locations listed and mapped in Appendix B, Council encourages private functions in its Public Buildings & Facilities including: Showgrounds, Community Halls, Community Centres, Sportgrounds & Surf Clubs. Some of these facilities can be viewed at <http://doc.shoalhaven.nsw.gov.au/Displaydoc.aspx?Record=d14/246790> )

## **5. Implementation**

The Finance Corporate & Community Services Group will administer this policy.

## **6. Review**

This policy statement will be reviewed within one year of the election of every new Council. impact and waste disposal.

Appendix A – Medium Function Locations

Apex Park, Berry



Greenwell Point Foreshore Reserve, Greenwell Point



Tilbury Cove Reserve, Culburra Beach



Dolphin Point Reserve, Currarong (only one 9m<sup>2</sup> tent or marquee permitted)



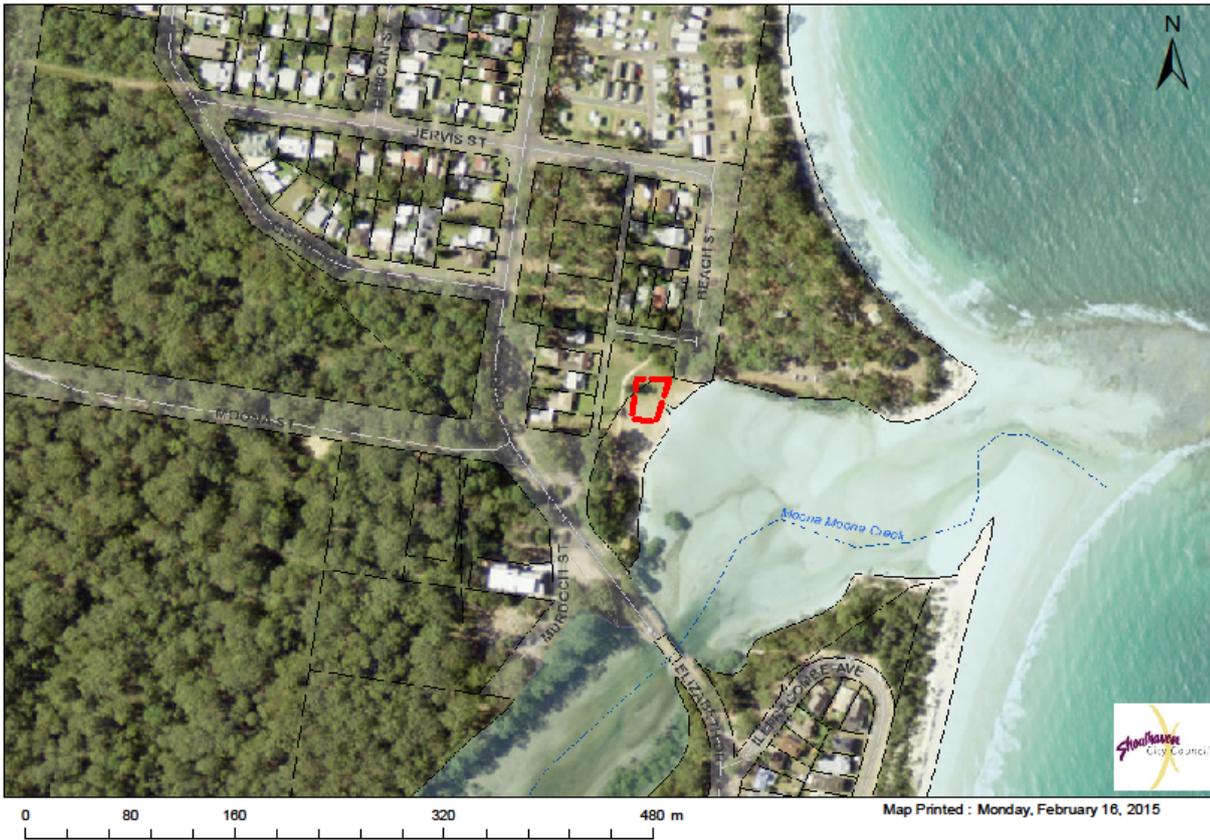
### Community Hall Reserve, Callala Beach



### Voyager Park, Huskisson



### Moona Moona Creek, Huskisson



### Washerwomens Beach Reserve, Bendalong



### Narrawallee Beach Reserve, Narrawallee



### Bannister Reserve, Mollymook Beach



### Johnston Street Reserve, Bawley Point



Appendix B – Large Function Locations (able to accommodate Medium Functions)

River Road Reserve, Shoalhaven Heads



Marriott Park, Nowra



### Harry Sawkins Park, Nowra



### Greys Beach Reserve, Nowra





Mollymook Beach Reserve, Mollymook Beach (large functions not permitted on beach)



Ulladulla Civic Centre, Ulladulla



### Rotary Park, Ulladulla



### Lions Park Reserve, Burrill Lake

