

**SPORTS GROUND SERVICE LEVEL AGREEMENT
BETWEEN**

**HASTINGS DISTRICT COUNCIL
AND**

This is a service level agreement between Hastings District Council (HDC) and eg Central Soccer which outlines the service and expectations agreed to by both parties for the 2005 winter season.

For the purpose of this agreement the season runs from 1 March 2005 to 31 October 2005 including x Saturdays and x training sessions per week. There is no automatic right of access prior to or after these periods for seasonal users, as a brief period is allowed between seasons for any ground maintenance to be undertaken.

Sports grounds allocated:

<u>Park name</u>	<u>Fields</u>	<u>Amenities</u>
<i>E.g. Akina Park</i>	<i>x grass match play only x grass match play only/practise 2 skin match play only/practise</i>	<i>Changing rooms clubrooms/ public toilets</i>

RESPONSIBILITIES OF CODE/CLUBS

Sports grounds:

Rubbish - All rubbish generated by the hirer or the hirer's supporters is to be removed at the end of each day. The cost of having rubbish removed will otherwise be charged to the hirer.

Rubbish facilities provided on reserves are to meet casual use only and are not intended to cater for organised sporting events.

Damage - A deposit against damage may be required by Council. The deposit is to be lodged with the Bookings Officer no later than a week prior to the event. The deposit will be returned only after staff have inspected the site and found it to be free of any damage.

Sports Surface and Quality - The hirer shall take all necessary steps to ensure the sports grounds are not unduly damaged through inappropriate use by the hirer. "Inappropriate use" includes use of the grounds when they have been closed by the Council due to continued bad weather.

Goal Posts/Nets - Goal posts and nets are to be provided by the hirer. Maintenance and replacement of these is the hirer's responsibility.

Equipment - Any equipment used by the hirer for training or games is the sole responsibility of the hirer.

Ground Markings - Codes should inform the Bookings Officer of any requirements for ground marking at the time of booking.

Amenities:

Power, Gas and Water -Use of power, gas and water will be charged to sports codes on a monthly basis.

Cleaning - At the end of the season any buildings should be fully cleaned out in readiness for the next period of usage. If the buildings are not cleaned, such costs as are incurred in meeting the required standard of cleanliness will be charged to the hirer who left the place unclean.

Security and Damage - All buildings are to be kept secured and tidy at all times during the period of usage with any items of repair required to be reported immediately to Community Services, HDC.

Access

Keys - Any keys required will be issued to the nominated key holder at the commencement of the season. A key deposit of \$100 is required, which will be refunded at the end of the hire period when the key is returned to the Booking Officer.

Under no circumstances should keys be given to other teams and clubs for their use of the grounds/facilities.

Sub-letting of grounds to any other user group is not permitted.

Catering

The hirer agrees to fulfil its responsibilities under the Health Act, the Food Hygiene Regulations and Sale of Liquor Act 1989.

Sale of Liquor

If alcohol is to be sold an appropriate liquor license must be obtained from the HDC and fees paid accordingly. No alcohol shall be taken onto the grounds.

Insurance and damages

The hirer shall be responsible for the cost of any damage sustained to the venue during the period of hire. Public Liability Insurance and any insurance on property or equipment which does not belong to the Council is the responsibility of the hirer.

Emergency Evacuation

The hirer must ensure that no entrances or exits are blocked by persons, furniture or equipment at any time. It is the hirer's responsibility to ensure that members are aware of evacuation requirements and that key people are briefed with this responsibility.

Liaison

Bookings/Customer Service - The hirer shall nominate a contact person for the season. If this information changes, the hirer is required to notify Council immediately.

Contact: _____
Telephone: _____
Mobile: _____
Email: _____
Address: _____

Information

Sport Trends - HDC provides a wide range of sports grounds and facilities and seeks to work in partnership with codes to ensure appropriate provision and efficient use of its assets. To assist with this, seasonal information on player numbers is required. Please complete the following:

Category	Members 2005
Junior	
High School	
Senior	

Cancellations

Hirers who notify Council of ground hire cancellations may be entitled to a credit as follows:

10 working days notice	full refund
5 - 9 working days notice	50% refund
< 5 working days notice	nil refund

Clubs/codes that use grounds without booking may be subject to full charges for the grounds used.

RESPONSIBILITIES OF COUNCIL

Sports grounds:

Mowing - Grounds will be mowed as appropriate.

Markings - Council will mark match-play grounds by Thursday prior to play, unless unable to complete due to poor weather.

Irrigation - Grounds will be irrigated as appropriate.

Goal Posts/Nets - Council will erect and remove all goal posts at season start and end, and store these outside of the season if required.

Surface Levels and Quality - Council will maintain sports surfaces to the following standards:

_____ *(to be agreed with hirer at start of season)* _____

Rubbish - Council will remove any rubbish from grounds and parks x times per week as part of their routine parks maintenance programme. Additional rubbish removal as a result of hire use will be charged to the hirer.

Amenities:

Change Rooms/Clubrooms/Toilets - Council will ensure that amenities are cleaned prior to and after the season. Any maintenance will take place out of season.

Inspections - Council may carry out inspections during the season to ensure amenities are being appropriately maintained.

Public Toilets - These will be cleaned weekly as part of Council's normal maintenance programme. Any additional cleanings as a result of sports events will be charged at cost to the hirer.

Car Park - These will be swept weekly as part of Council's normal maintenance routine.

Liaison

Bookings/Customer Service - Council's Bookings Officer will take all bookings for sports grounds and amenities. Any changes will be notified at least 10 working days in advance.

Complaints - Any complaints will be acknowledged within 24 hours.

Cancellations due to weather

Closure of the grounds as a result of weather conditions will be at the sole discretion of the Council.

Signed:

For Hastings District Council

For club/code

Date: