

Cessnock Sportsground Information Package





CESSNOCK SPORTSGROUND
VINCENT STREET, CESSNOCK



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CESSNOCK SPORTSGROUND
VINCENT STREET, CESSNOCK



Cessnock Sportsground is Cessnock's showcase regional sporting and community venue which has the capacity to cater for a broad array of events on a year round basis. The state of the art facility was constructed in 2004 and is located in Vincent Street Cessnock, only minutes away from the Cessnock Business District. The proximity of the facility to the city centre is significant as it provides ease of access for patrons attending events.

The venue can cater for a broad variety of events. Small informal events such as open air cinema have taken place at Cessnock Sportsground with great success and formal larger events such as music concerts and other one off events would also be suitable with the venue being able to cater for up to 10,000 people.

Cessnock Sportsground is state of the art and as such contains many modern features such as a grandstand with a seating capacity of up to 1400 spectators. The grandstand is fully accessible and caters for patrons with disabilities, with an accessible ramp and elevated flat section which is designated for patrons and their carers.

To cater for VIP's and corporate clients a small function room with the capacity for 20 people is situated at the top of the grandstand. This room contains an open view of the field and is fitted with kitchen amenities which enable clients to entertain their guests. A fully fitted out media room is adjacent the function room.

Two separate amenity buildings are provided at the facility, which are located on the eastern and western sides of the site. The main amenity building beneath the grandstand contains a kiosk, four changerooms and male, female and accessible toilets. The secondary amenity building also contains a kiosk and toilet facilities. Possessing two amenities enables the facility to better provide for large numbers of people at an event, particularly when alcohol is being served.

Access points to the site include roadways, a pedestrian footbridge, as well as walking paths. Access to the site is also available via public transport through buses and taxis. Additionally, ample car (850 car spaces) and coach parking areas are provided at the facility, which will assist organisers when marshalling traffic during an event.

Cessnock Sportsground has the added benefit of being part of a much larger facility enabling it to cater for larger events if required. Located behind the main sporting complex are four combined use soccer/cricket fields and additional amenities. This

offers opportunities for events that may have greater space requirements, such as festivals and galas.

Cessnock Sportsground is a flexible site, and can be adjusted to suit the needs of a variety of events. Items such as goalposts and fencing can be relocated to accommodate clients. Fees applicable for these services are outlined in Council's Fees and Charges for this site.

Cessnock City Council should be contacted on 4993 4100 regarding an inspection of the facility or for further information on this state of the art sporting and community venue.



CESSNOCK SPORTSGROUND
VINCENT STREET, CESSNOCK



CONDITIONS OF USE

Throughout these conditions the terms 'Council', 'persons or organisations', 'recreation area' and 'sporting facility' have the following meanings:

- 'Council' means Cessnock City Council including the General Manager and other authorised Council Officers,
 - 'persons or organizations' means the person, club or association that has been approved to use a sporting facility or recreation area,
 - 'Club' means Cessnock Rugby League Football Club including the President, Secretary or Treasurer,
 - 'Venue' means any part of the Cessnock Sportsground complex on Vincent Street, Cessnock as per the attached plan.
1. All applications for use of the venue must be made in writing and addressed to the General Manager of Cessnock City Council. Standard forms are available for this purpose.
 2. The venue will only be allocated to persons or organisations if they have a current Public Liability Insurance policy to the value of ten (10) million dollars, and have attached a Certificate of Currency for the policy to the application.
 3. Any application is approved subject to the Council imposing, or altering charges at any time or imposing special conditions, having regard to the nature of the activities or functions to be held. Depending on the nature of the activity the applicant may be required to further submit a Development Application.
 4. With respect to all activities, the right is reserved to cancel any activity if, in the opinion of the Council the venue is unfit to hold the activity, or the probable damage resulting from such activities would be detrimental to the future use of the area.
 5. In the case of damage caused by any person using the venue the person or organisation that has approval to use the facility shall be responsible for the full cost of repairs.
 6. The venue area must be left in a clean state, free from food scraps, papers, bottles, tins, cans and rubbish, or placed in garbage bins. If Council or the Club are required to clean, or arrange the cleaning of the venue, a charge of \$500.00 will apply.
 7. The person or organisation that has approval to use the venue will be responsible for the conduct of ALL persons using the grounds and facilities provided and for the safe custody and proper use of the property, furniture, fittings and appliances.

8. Intoxicating liquor shall not be taken into the venue thereon and consumed unless written consent is first obtained from Council. A liquor licence, issued under the Liquor Act, as well as written consent of Council, is required before intoxicating liquor can be sold at the venue.
9. When Council permission is granted to a person or organisation for one activity, no other activity shall be substituted nor will sub-letting by that person or organisation be allowed.
10. The applicant person or organisation is required to check the venue for potential safety hazards prior to use and report any safety hazards to Council immediately. The permitted activity should not proceed until such time as the applicant person or organisation has completed the checking of the site and deemed that there are no safety concerns.
11. All persons or organisations should be aware that all liabilities for injuries suffered during activities arranged by those persons or organisations are the responsibility of those persons or organisations.
12. Council and the Club does not accept any responsibility for any goods and equipment stored at the venue.
13. Cost of floodlighting will be charged to the person or organisation using the floodlights according to the key operated meters. Please ensure that the keys are used to turn off the lights and not the main switch.
14. If the person or organisation fails to enforce the observation of any of these conditions or fails to remove any person who has committed any breach of these conditions from the area, the use of the venue shall be terminated, without any liability being incurred by Council or the Club.



CESSNOCK SPORTSGROUND
VINCENT STREET, CESSNOCK



SCHEDULE OF BONDS, FEES AND CHARGES FOR USE

BONDS

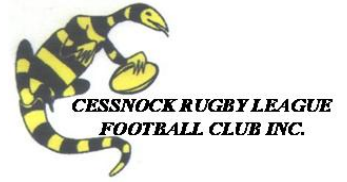
- A minimum \$10,000 security bond is held where an event has the potential to damage the playing surface of the main playing field or training field. Such events may include but not be limited to; moto-cross, rodeo, car and truck derbies.
- A minimum \$2,000 security bond is held where an event is expected to have minimal impact on the playing field or training field. Such events may include but not be limited to; open air cinemas, open air concerts, art and cultural displays and field days.
- A minimum \$500 security bond is held for all sporting events that are of a regional nature or higher.
- Security bonds will be refunded in their entirety if the venue has been left in the same condition that it was upon the commencement of the hiring period. An inspection of the venue will take place as soon as practical following an event to determine the amount of the bond to be refunded. It should be noted that the cost for any repairs to the facility following an event will be deducted from the security bond and where the cost for repairs exceeds the bond amount, the hirer will be invoiced for the surplus costs.

FEES AND CHARGES

- Removal and reinstatement of goalposts will incur a one-off fee of \$2,000. This fee has been calculated considering the use of a crane and Council staff to remove and reinstate the posts.
- Removal and reinstatement of fence panels will incur a one-off fee of \$500. This fee has been calculated based on Council staff removing signs, fence panels, fence posts and seating where required.
- Cleaning of facility following an event will incur a one-off fee of \$500. This fee has been determined based on the cost to employ a contractor to clean the amenities and surrounds.
- Fees and charges for the use of the facility by not for profit community organisations will be negotiated on a case by case scenario.
- No fees will be charged for use by sporting groups from within the LGA with the following exceptions:-
 - Alterations to the line markings on the field are the responsibility of the hirer
 - Cost to remove/alter goal posts shall be borne by the hirer
- Fees for larger one-off events will be negotiated on a case by case scenario between the Cessnock Sportsground Management Committee and the hirer.



Cessnock Sportsground
Vincent Street, Cessnock



Application for Use

Date of Event: _____

Time: (including set up & clearing time)

From _____ to _____

Type of Event: _____

Number Attending Function (approx.) _____ but will not exceed

Name of Applicant/Organisation: _____

Address: _____

Suburb: _____ Postcode: _____

Telephone No _____(W)

_____ (H) _____ (Mobile)

Date _____ Name _____ Signature

Please return form to:

**The General Manager
Cessnock City Council
PO Box 152
CESSNOCK. 2325**



CESSNOCK SPORTSGROUND, VINCENT STREET, CESSNOCK

RISK ASSESSMENT WORKSHEET



DEPARTMENT:	SITE: Cessnock Sportsground	DATE:
Event.		
TEAM MEMBERS:		

Activity	Hazard / Effect	Risk	Control Measure	Person Responsible
Preparation	Poor planning <i>Injury to public, Damage to property</i> <i>Compensation claim on CCC</i>	Medium	Develop an event Program Appoint an Event Coordinator Adhere to Event checklist Allocate responsibilities for day Complete a risk assessment Notify CCC of event and any changes Immediately prior to the event, a committee member will conduct a final site safety inspection.	
Traffic Movement	Travelling & parking of vehicles <i>Vehicle collisions</i> <i>Vehicle impact with Pedestrians</i> <i>Blocked roadways</i>	Medium	Allocate parking for the event Ensure signs are in place for correct parking Keep cars away from walkways Ensure adequate parking is available	
People movement	Footpath obstructions <i>Slips / trips/ falls</i> <i>Contact with moving vehicles.</i>	Medium	Erect signs and barricades Isolate people from vehicles Inspect footpaths and grounds before and during event.	

Activity	Hazard / Effect	Risk	Control Measure	Person Responsible
			Remove obvious trip hazards Ensure adequate lighting	
Wheelchair access	Limited Access <i>Difficult entry for disabled</i>	Low	Ensure wide walkways available Provide close disability parking	
Use of amenities and grandstand	Injury from damaged or unsafe building	Low	Building to be inspected before the event. Any fault is to be reported to CCC and building made safe before the event. Building to be again inspected prior to the event by the event Coordinator	
Use of amenities and grandstand	Slips, trips falls	low	Inspect hall before event, remove any trip hazards. Ensure that all cables and chords are secure and away from walkways. Allocate clear walkways Ensure that tables and food stall are located away to side or corners Equipment is to be kept readily available to clean up any spillage. Any spillage will be cleaned up immediately	
Use of amenities and grandstand	Fire	Low	Building is part of the CCC building inspection system Fire extinguisher is available at building Water supply is available to building No open fires or cooking will be allowed No explosive materials of any type will be brought to the facility Smoking is not allowed in the building	

Activity	Hazard / Effect	Risk	Control Measure	Person Responsible
			<p>Emergency contact to fire service is available</p> <p>Building inspection will be made at the end of the event</p>	
Event Communication	<p>Poor communication</p> <p><i>Inability to gain external assistance.</i></p>	Low	<p>Event officials to be aware of what communication is available</p> <p>At least one event official to carry mobile phone</p> <p>Access to landline phone to be arranged.</p>	
Consumption of food	<p>Infected food</p> <p><i>Sickness, excessive litter, hot and dangerous equipment.</i></p>	Low	<p>CCC food guidelines to be followed.</p> <p>All food is to be protected from contamination and placed on a table at least 750 mm from floor.</p> <p>All food is to be kept at appropriate temperature</p> <p>Disposable eating and drinking utensils to be used.</p> <p>Suitable</p> <p>waste bins to be provided, readily available but away from food stalls</p> <p>All perishable items kept in cool rooms/refrigerators. Dry goods kept off floors.</p> <p>Hand washing facilities on site</p> <p>Utensils cleaned in kiosk</p>	
Toilet Facilities	Lack of hygiene	Low	<p>Toilet facilities are to be provided.</p> <p>Adequate water and hand washing provision to be supplied</p> <p>Toilet facilities to be appropriately located, clear of food area.</p> <p>Toilets to be checked and maintained</p>	

Activity	Hazard / Effect	Risk	Control Measure	Person Responsible
Entertainment	Excessive noise	High	Speakers will face downwards away from nearby residences	
Inclement weather	Storm / wind damage	Medium	Electrical equipment will not be used outdoors in wet weather.	
Consumption of Alcohol	Patrons intoxicated	Medium	Professional security guards positioned around the venue Advertising in place promoting no BYO alcohol Bags checked for alcohol at entrance Bars operate Responsible Service of Alcohol Water available on site First aid station on site	
Disposal of rubbish	Rubbish build up	Low	Sufficient bins positioned around venue	
Emergency procedure	Fire / explosion / sudden illness, unplanned event	Low	Emergency procedure in place Officials made aware of emergency plan Emergency access will be provided to event site. First aid will be available in the hall First aid trained person in attendance at the event Event Officials to be in attendance and easily identifiable Event officials to carry a mobile phone Fire extinguisher is available on site Water and cups to be available at first aid station. Both landline and mobile phones will	

Activity	Hazard / Effect	Risk	Control Measure	Person Responsible
			<p>be available to call emergency services if required. Committee officials have been briefed as to action to be taken in an emergency Police/fire brigade or ambulance will be called in an emergency.</p>	
Lighting	Insufficient lighting	Medium	<p>Lighting is adequate within the sportsground for the event Additional lighting provided on the Evans Street side of Cessnock Sportsground</p>	



Corporate Box



View of Eastern Amenities



Grandstand



Grandstand and external