



## **BOOKING TERMS & CONDITIONS**

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Booking events & activities on site

October 2021

## **Booking Terms and Conditions**

Bookings are required for any organised activity of 25 or more people, or for any commercial use regardless of group size.

Enquiries can be directed through to [stromloforestpark@act.gov.au](mailto:stromloforestpark@act.gov.au) or on 02 6207 8484.

Bookings need to be submitted 12 weeks in advance for large events, multiple trails, multiple facilities, or activities requiring temporary traffic management or road closures. All other events need to be submitted 8 weeks in advance. Allow 7-14 days for notification of booking confirmation. Bookings are not confirmed until written approval is sent by Stromlo Forest Park (SFP) and approved course maps have been received.

SFP reserves the right to decline booking requests at their discretion.

Users should provide as much detail at the time of booking as possible.

## **Training sessions, holiday programs and clinics**

All persons using the park for business related activities (such as mountain bike lessons, private lessons, running groups, cycle tours, bike hire, personal training, field days, photo shoots etc) must submit booking requests for approval regardless of group size. Currently there is no charge for groups of fewer than 25 people.

Further information on reserving and booking spaces at SFP can be found on the [booking page](#).

## **Insurance**

Please note for a booking or event of any size, you will need to provide evidence of your current Public Liability insurance (minimum \$20million), risk assessment and COVID-19 safety plan. Event organisers are responsible for their own event insurance and risk management plans.

## **For large events:**

Please visit <https://www.accesscanberra.act.gov.au/s/article/event-planning-tab-overview> for a comprehensive overview on holding an event in Canberra.

Event approval Process:

- For major events, initial enquiries should be made Monday to Friday by calling SFP on 02 6207 8484. Staff will assist you in discussing the best choice of venue. Proposed event dates can be held for a period of 14 days after initial enquiry before an event booking request application must be submitted.
- Event booking request applications will take place via the [SFP Online Booking System](#)
- Site inspections are highly recommended and assist in completing site plans
- All necessary documentation must be submitted (please see list below for examples) prior to event approval.

For all events, the additional documentation is required:

1. COVID safe plan
2. Site Plan\*
3. Risk Management Plan
4. Public Liability Insurance (min. \$20million)/Event insurance
5. Proposed Event Program - please provide a list of activities on each day of the event
6. Event Operations Plan including bump in/bump out schedules
7. Course Maps

\*Please provide a detailed site plan which includes the location of all structures, (stages, viewing stands, judging stands, tents, marquees, stalls, etc), equipment, signage, access, parking and details of road closures, PA systems, portable toilets and amusement devices as required. Please include the dimensions of all structures and clearly mark the location of tent pegs or other items intended to be driven into the ground.

Depending on the specifics of your event, the following licences/permits/certificates may also be required:

1. Signage Plan
2. Temporary Traffic Management Plan
3. Emergency Services Plan/First Aid Plan
4. Waste Management Plan
5. Copy of any additional Public Liability Certificates
6. Relevant Licenses, certificates or permits
7. List of proposed staff/marshals
1. COVID-19 exemption (over 1000 attendees)
  - a. <https://www.covid19.act.gov.au/what-you-can-do/covid-safe-events#Exemptions>
  - b. <https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1569>

*It is the event organizers responsibility to determine and obtain relevant licenses, approvals and permits. Please refer to the Guide to Organising Public Events in the ACT available from the Office of Regulatory Services. It will assist you in meeting regulatory requirements and standards and provides references to relevant contacts.*

[https://www.accesscanberra.act.gov.au/app/answers/detail/a\\_id/2200/~/event-planning](https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/2200/~/event-planning)

Please note this list is non-exhaustive. While SFP staff may offer advice, it is the event organiser's responsibility to obtain approvals needed for a particular event.

Where Traffic Management Plans are required, road closures/diversions must be finalised at least 4 weeks from the event date (course maps and potential road closures must be submitted 12 weeks prior) and publicly advertised at least 7 days prior. All signage and barriers and event marshals are the responsibility of the event organiser and must be approved by SFP prior to the event.

All event organisers, staff, contractors and volunteers must be inducted to site via SignOnSite:

<https://www.signonsite.com/download>

It is the responsibility of the event organiser to ensure this is completed.

### **Inspections:**

To ensure no unexpected claim for damage to ACT Government property, it is important that organisers of events inspect the site with the SFP Facilities manager before major event preparation commences, and also when the area has been cleared after the event. SFP staff are available for inspections at mutually convenient times. For large/high impact events, a security deposit will be required.

### **Third Party providers**

Organisers are required to inform SFP of any third party providers such as:

- Food and/or alcohol vendors,
- Amusements rides,
- Commercial stall holders,
- Security,
- Equipment Hire,
- First Aid Providers,
- Waste Management

Details of the providers and relevant insurances, relevant SOPs and SWMS, and certifications must be provided. Evidence of completed inductions must also be provided.

***Note:** Amusement devices are registered and approved under the Work Health and Safety Act, 2012 and Code of Practice. Only those devices as registered and carrying the current certificate of inspection will be allowed at Stromlo Forest Park and no repairs to vehicles or amusement devices may be undertaken on site.*

### **School Cross Country Carnivals**

SFP is Canberra's premier destination for School Cross Country carnivals.

To make an enquiry for your school, please contact us at [stromloforestpark@act.gov.au](mailto:stromloforestpark@act.gov.au) or on 02 6207 8484.

School carnival bookings include both the Cross Country Running Track and the Criterium Circuit for the safety of all park users.

Any third-party event/activity/food and beverage providers will require additional risk assessments. Additional toilet facilities must be provided by the user for carnivals of over 500 participants, as agreed by SFP Management.

### **Fees and Charges**

Booking fees and bonds will be set and applied in line with the SFP's Fees and Charges. Once an application has been processed a quote will be provided together with an agreement and deposit invoice will be forwarded to the applicant. The agreement will set-out all fees and charges as well as the conditions of hire which the event approval will be based upon. Adherence to these conditions is essential. The payment method information will be included with agreement and invoice. Any call out fees associated with events (such as cleaning and security) will be passed onto the event organiser for payment.

### **Don't fit the criteria?**

If your event does not fit within the above criteria, you are still encouraged to contact SFP on telephone 6207 8484 to discuss whether your event can be accommodated.

## **TERMS AND CONDITIONS**

### **Definitions**

The 'User' is defined as the applicant who completes the booking application form on the SFP website. Where the User represents an organisation or company, the User is assumed to have authority from the organisation or company to act on its behalf and enter into this agreement. The 'Territory' refers to the Australian Capital Territory Government and its Agencies. 'Venue Manager' refers to the holder of that position within the Chief Minister, Treasury and Economic Development Directorate (CMTEDD).

### **Fees**

Please see current fee schedule at the bottom of this document or contact the Venue Manager on 6207 8484 for more details. Additional cleaning and call out fees may apply.

### **Payments**

The User must notify SFP of the final event numbers within 7 days of the event completion. Organisers must forward the organisation club name, address for invoice, ABN, date of event, the number of competitors and any additional costs. An invoice will then be issued for payment within 14 days.

Exclusive access bookings attract fees. The venue management reserves the right to vary venue hire event fees as appropriate. Fees are payable by cheque, credit card or EFTPOS. Cheques are payable to: SFP, PO Box 158, Canberra City ACT 2601 or to pay by Credit Card or EFTPOS please contact the Finance Department, Territory Venues and Events on (02) 6207 8484.

### **Exclusive Use**

If a group has made an exclusive booking of the Stephen Hodge Criterium Cycling Circuit, they are entitled to full and exclusive use of the circuit. Under no circumstances are uninvited users allowed to use or share the circuit without the consent of the organisation who has booked exclusive use.

### **Bump in and Bump out**

Bump in and bump out must be included within the timeframe of the booking. Access to the site will not be granted prior to the time of your booking, and you are required to clear the venue at the conclusion of the booking time.

### **Cleaning**

For high impact events of over 300 participants, an additional cleaning fee will be charged. For more information, please contact the SFP events team.

### **Additional Toilet Facilities**

Additional toilet facilities are required to be provided by the event organiser for events of over 500 participants, especially in the case of high impact events and those with additional food and beverage providers.

## **Emergency Services**

For larger events, an Emergency Services Plan covering Fire, Ambulance and other Emergency Services is required to be submitted. Please consult with the SFP events team and the ACT Emergency Services with the preparation of the plan.

## **Legal Compliance**

The User must ensure that all persons involved in the event or activity are aware of and abide by laws and regulations governing the area, as shown by local regulatory signage and any site-specific conditions that may be attached to an event application. Please see Public Use Policy for more information.

## **Damage to Territory Property**

The User will be responsible for any damage to Territory property caused by the event or activity. This includes damage to roads, fences, gates, furniture, signs, BBQs, trees, lawn turf, trails or any other property. The User agrees to report any such damage to the Venue Manager as soon as practicable, and to repair or make good the damage or reimburse the Territory for costs incurred in repairing the damage.

## **Removal of Litter and Wastes**

The User will ensure that all litter and rubbish resulting from the event is removed from the site immediately after the event. This includes temporary signage. No bins are provided; waste must be removed and properly disposed of by the User. Temporary toilets may be required as a site-specific condition of approval.

## **Gates**

Gates are to be left as found (open or closed, locked or unlocked), unless otherwise authorised by the Venue Manager Officer. Unlocked gates must be attended unless otherwise authorised. Details of gate access will be provided after the event has been approved. Main gates are opened as closed as per Park opening hours. Out of hours access must be requested prior to the event and approved by SFP.

## **Public Safety and Insurance**

The User will take all reasonable steps to ensure the safety of participants, spectators and members of the general public in the event or activity. In particular, the user will inspect the area immediately prior to use to ensure that it is safe for that use and report to the Territory as soon as possible any hazard detected on that inspection. Organised groups and commercial operators must provide evidence of a current Public Liability Insurance Policy to a value of at least \$20 million, or as determined by the ACT Insurance Authority in conjunction with Territory Venues and Events.

## **Cancellation or Modification of Approval**

The Venue Manager may add conditions or cancel an event or activity at any time if required for safety or other reasons, including the likelihood of damage to Territory property as a result of rainfall, Total Fire Ban or other natural event or conditions. In such cases, the Territory will not be liable for any losses incurred by the User(s) but will refund any fees paid.

The User should inform the Venue Manager if an approved event or activity is to be cancelled by the User for any reason. A full refund of any upfront fees paid will be provided for cancellations by the User that are notified to the Venue Manager at least 30 days before the scheduled event date.

Cancellations within 30 days of the event date may be refunded, at the discretion of the Venue Manager.

### **Additional Special Conditions**

Approval for an event or activity may include site or event-specific conditions as determined by the Venue Manager or representative. In these cases, such specific conditions form part of these Terms and Conditions.

### **STROMLO FOREST PARK: Schedule of fees for Community Groups as at May 2021 – please note this is being revised.**

Professional and commercial use requiring whole park closure – price on application. For venue hire fees and enquiries, please call 02 6207 8484.

An online booking form must be completed and approval received prior to any event at SFP. Tentative phone bookings will be accepted, to check date availability please visit the upcoming events section on the website. SFP recommends any event advertising should wait until written event approval is received from SFP.

### **Standard costs for venue usage**

- \$2 per head for a 3 hour period. If a longer period of time is required for an event, the charge will be increased by a flat rate of \$50 per hour.
- An additional cleaning fee may be imposed reflecting additional costs if required.
- Additional fees apply for events outside normal daylight opening hours.

### **Stephen Hodge Criterium Cycling Circuit**

- Minimum fee for exclusive use is \$50 (Inc GST) regardless of number of users.
- Start and finish road race on Criterium track \$50 per day, regardless of numbers. This does not provide exclusivity between the start and finish period unless specifically requested. Additional charges will apply if exclusivity is required (i.e., if members of the public are unable to safely utilise the facility during this period).

### **Robert de Castella Cross Country Running Track**

- Minimum fee for exclusive use is dependent on proposed numbers and existing bookings. Price on application.
- Repairs costs will apply for damage as a result of negligence and/or using the track when it is wet resulting in damage.
- If track is closed due to wet conditions, the track is not to be used and bookings will be cancelled with an option to re-schedule free of charge.

### **Mountain Bike Trails / Downhill Course**

- Minimum fee for exclusive use is POA, dependant on proposed course and numbers.
- Repairs costs will apply for damage as a result of negligence and/or using the trails when it is wet resulting in damage. Please take care not to damage the trails.

- All courses must be approved prior to advertising.
- Fire trail and equestrian trail crossings require event marshals and appropriate pre-approved signage.
- Note: Vehicle access to the start of the downhill course (Mt Stromlo Road) is restricted to ANU opening hours.

#### **Equestrian, Trail Running and Other Events**

- Minimum fee for exclusive use is price on application, dependant on proposed course and numbers.

#### **PLEASE TAKE CARE**

##### **GENERAL WARNING AND EXCLUSION OF LIABILITY**

Sporting activities at SFP maybe dangerous and may result in injury or death to the person and/or property loss and damage. User participating and spectators viewing these activities do so at their own risk.

To the extent permitted by law, the Australian Capital Territory excludes all liability, including but not limited to liability for personal injury, death, property damage, property loss, and consequential loss or damage of any kind arising from the use of and/or entry to SFP, whether in contract, by negligent act or omission, or any other tortuous action.