

Club Booking Information



January 2026

Contents

Introduction.....	2
1. Reserve Seasonal Dates	3
1.1. Summer Season	3
1.2. Winter Season	3
2. Reserve Booking Process.....	4
3. Fixtures.....	4
4. Payments.....	4
5. Fees and Charges	5
6. Pre and Post Season Training/Matches	6
7. Finals.....	6
8. Line Marking	6
9. Ground Maintenance/Mowing Schedules.....	7
10. Floodlights	7
11. Keys	7
12. Temporary Closures of Reserves/Changes to Bookings	8
13. Noise	8
14. Child Safeguarding Standards	8
15. Required Documents	9
15.1. Indemnification and Insurance	9
15.2. Working with Children Check.....	9
16. Leased Facilities	10
17. City of Bayswater Contacts.....	10

Introduction

Sporting clubs and other community recreation groups are a vital part of any community, and the City of Bayswater recognises the hours of hard work and energy that the volunteers and staff contribute to our community.

Our goal is to provide relevant information and help educate clubs regarding the booking application process, usage of reserves, and a more in-depth description of the terms and conditions for reserve usage.

If you require further clarification regarding the content in this document, please contact recreation.services@bayswater.wa.gov.au.

1. Reserve Seasonal Dates

Sporting ground allocations with the City are decided on a seasonal basis to enable as many members of the community as possible to have access to participate in the sport or recreational activity of their choice year-round.

It is important to note that usage of reserves is not guaranteed and the City may be required to relocate clubs as required. In this instance, an alternative ground will be provided where possible.

1.1. Summer Season

Reserves in the City of Bayswater will be available for summer sporting competition from the first week in October to the last Sunday in March.

1.2. Winter Season

Reserves in the City of Bayswater will be available for winter sporting competitions from the first weekend in April to the last Sunday in September inclusive.

No clubs are permitted usage of the reserves outside of the above date ranges without the permission of the City of Bayswater. These date ranges are subject to change due to ground maintenance closure schedule.



2. Reserve Booking Process

Reserve bookings are subject to a formal booking process that includes the completion of an application form, assessment of availability of reserves and acceptance of conditions of use.

1. Complete and return application form to recreation.services@bayswater.wa.gov.au . Seasonal Ground Application forms will be sent to clubs before the beginning of each season (February for Winter, August for Summer). All other forms can be found online via the City of Bayswater website: <https://www.bayswater.wa.gov.au/arts-and-leisure/sport,-fitness-and-recreation/sports-ground-hire>
2. For bookings that require the payment of bonds, a Direct Credit Consent form is required for the eventual return of said bonds.
3. Provide a copy of current public liability insurance.
4. Once all applicable paperwork has been received, the application will be processed and reviewed. The club will be advised of the outcome, and if successful, provided with a booking letter and invoice.

Additional booking requests such as holiday clinics, windups and/or specialist coaching clinics are not considered part of the usual season, and require a separate booking application.

3. Fixtures

The City understands seasonal sporting fixtures are not often released until closer to the start of the season. Clubs will need to provide season fixtures as soon as they become available. Fixture fees cover the cost of up to 15 home fixtures per season, per senior team. Any additional fixtures will incur and additional match play fee.

4. Payments

Full payment of all hire costs and bonds for reserve usage is due immediately upon issue. Failure to pay prior to the commencement of use may result in suspension of bookings. No new bookings will be made until all prior outstanding payments have been cleared.

5. Fees and Charges

See below table for the various fees and charges associated with reserve hire:

Fees and Charges	Description	Cost
Home Fixtures (Baseball/Softball, Cricket, Lacrosse, Other)	Fee that covers the cost of up to a maximum of 15 Home Fixtures per season for the sports listed.	\$493.00
Home Fixtures (Gaelic Football/Rugby Union/Soccer)	Fee that covers the cost of up to a maximum of 15 Home Fixtures per season for the sports listed.	\$584.00
Home Fixtures (AFL Football)	Fee that covers the cost of up to a maximum of 15 Home Fixtures per season for the sports listed.	\$652.00
Additional Match Play	Fee for any additional match play including pre- and post-season scratch matches and social play (per game, per club)	\$112.00
Home Ground Training and Matches - Juniors	All junior sporting activities undertaken by City of Bayswater based clubs are free of charge, subject to the requirements/conditions of Council Policy. For non-CoB based junior clubs, the charge is 50% of the equivalent senior rate.	Free Or 50% of Senior rate
Home Ground Training (In-Season, CoB Club, Senior)	Fee for seasonal training sessions involving players 18+ years, for clubs located within the City of Bayswater, per club, per night.	\$26.50
Home Ground Training (Out of Season, CoB Club, Senior)	Fee for out-of-season training sessions involving players 18+ years, for clubs located within the City of Bayswater, per club, per night.	\$50.70
Training Sessions for non-CoB Clubs	Fee for seasonal training sessions involving players 18+ years, for clubs located outside the City of Bayswater, per club, per night.	\$50.70
Casual Half Day Hire (Up to 4 Hours)	Fee for casual (non-seasonal) hire of a reserve. This fee applies to any booking on a reserve under 4 hours that is not regular season training or match play.	\$183.00
Casual Full Day Hire (More than 4 Hours)	Fee for casual (non-seasonal) hire of a reserve. This fee applies to any booking on a reserve over 4 hours that is not regular season training or match play.	\$309.00
Commercial Coaching per hour	Fee for hiring a reserve to run commercial coaching/training sessions. This fee applies to any sessions run by an accredited coach requiring participants to pay for entry, e.g., clinics and camps.	\$58.20

***Please note that all fees are subject to change.**

6. Pre and Post Season Training/Matches

Any training sessions or scratch matches that take place outside of the designated season dates are classified as Pre or Post Season bookings. Under no circumstances however will the fixtures and/or training of the current summer or winter competitions be interrupted. Reserves will not be made available if the recommendation from the City's Parks and Gardens team, is that the standard and/or ongoing maintenance of the ground is compromised.

As these booking requests are not within season additional fees apply. The pre-season training period is limited to the four (4) weeks immediately preceding the start of competition. Match play or training outside of this period is deemed to be a 'short season competition'. In special circumstances, the City may agree to allow early access to a reserve once all factors affecting the condition of the grounds and prior bookings have been considered.

7. Finals

All finals are required to be nominated at least three weeks prior to the finals and applied for and approved prior to the event date. If changes need to be made due to teams not progressing, please let the bookings team know, and adjustments can be made.

8. Line Marking

It is the responsibility of the user group hiring the reserve to line mark for their sporting requirements. The following rules apply to line marking on City of Bayswater sporting grounds:

- Only water-based paint must be used when line marking. White PVA Paint or English Whiting is also acceptable if approved by the relevant State or District Sporting Association.
- Multiple applications of water-based paint may be applied as necessary throughout out the season. However, a limit of 14 applications of White PVA Paint or English Whiting may be applied with the final application being no later than 2 matches prior to the season changeover date.
- Changes to field orientation are not permitted without the prior approval of the City.
- It is the responsibility of the user group to follow the manufacturers' recommendations and appropriate safety measures.
- Strictly no use of Glyphosate (Roundup), Creosote, Diesel, Lime or any other substance that will damage the grass.
- Any user groups found to have breached these rules will be responsible for the reinstatement and/or repair of any damage caused to the grass.
- The marking of reserves with sporting club, sponsorship or any other logos is not permitted under any circumstances.

It is recommended to line mark after the reserve is mowed to ensure lines last longer.

9. Ground Maintenance/Mowing Schedules

Ground maintenance generally takes place between the summer and winter seasons. Our parks and gardens team do their best to carry out essential works within a tight timeframe. This can differ each year depending on the damage to the sporting grounds. We book our grounds in accordance with an agronomist recommendation.

Mowing schedule can change weekly depending on what bookings we have on and weather conditions. It's important to keep the recreation services team up to date with bookings and changes so these can be communicated to internal departments.

Mowing is generally conducted weekly in summer, and fortnightly in winter, however different grounds operate on different schedules.

10. Floodlights

Many Active Sporting Grounds within the City of Bayswater are floodlit. In some instances, the floodlight system allows for zoned switching. Clubs must only switch on lights for the area being used, not the whole reserve. Lights should only be used at the 50lux setting during training, and the full illumination match setting only for authorised night fixtures. The use of full illumination match setting for training seriously impacts the longevity of the lighting systems.

11. Keys

Sets of keys will be issued before the hire period and have a \$200 key bond per set of keys issued. Keys will enable access to the change rooms, toilet facilities and floodlights.

Keys are to be returned by hirers, including seasonal hirers, within one week of the end of the period of hire. The key bond will be refunded once the key(s) have been returned to the Bookings Team.

A standard issue is three sets of keys per club (\$200 bond). If clubs require additional keys, more can be made for a non-refundable cost to the club of \$43.00 per key. A request must be made in writing to the Recreation Booking Officer, please note that no unauthorised copies of the keys are to be made.

Lost or stolen keys must be reported to the bookings team by the responsible club immediately. The City will replace all locks in the event of keys being lost or stolen and the cost of replacing the locks will be charged to the club.

Keys must not be loaned to any other group, person, school or organisation without the City's written consent.

It is a requirement of your seasonal occupancy agreement to provide the details of key holders to us. Failing to provide these details may jeopardise future facility allocations. Clubs must ensure they submit the details of key holders to the bookings team.

12. Temporary Closures of Reserves/Changes to Bookings

The City will attempt to give as much notice on any urgent works as practicable, however the City reserves the right to close the reserve or relocate a club to complete capital works, maintenance and/or urgent works.

13. Noise

Please ensure that during your booking your club members behave in a quiet and orderly manner. Tooting of horns, excessive revving of car engines, shouting, loud singing and swearing are not allowed. No amplified music is allowed unless written permission is obtained from the City of Bayswater.

14. Child Safeguarding Standards

The introduction of the Child Safeguarding Standards stems from the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse. These standards require organisations working with children to implement clear, robust policies and processes that protect children from harm.

The following Policy Statement applies to all clubs and regular users:

1. All organisations and individuals hiring City Facilities and/or participating in City functions, events, or services, whether paid or volunteer, must comply with the Working with Children (Criminal Record Checking) Act 2004
2. It is the responsibility of the organisation wishing to hire a City venue to ensure compliance with the obligations under the Working with Children (Criminal Record Checking) Act 2004.
3. Copies of WWC Checks for all relevant members, staff, and volunteers involved in child-related activities, as required under the Working with Children (Criminal Record Checking) Act 2004, must be attached to any application for the use of City facilities at the time the application is submitted.
4. The organisation hiring a City of Bayswater venue is responsible for providing the City with valid WWC checks for all relevant members, staff, and volunteers conducting child-related activities at a City venue. The organisation must ensure that the WWC checks remain valid for the duration of the activities.

The Department of Creative Industries, Tourism and Sport has dedicated resources to assist clubs to commit to and promote the safety and wellbeing of children and young people who engage in their services and programs.

Further information and resources can be found via this link:
<https://www.cits.wa.gov.au/department/child-safeguarding>

15. Required Documents

15.1. Indemnification and Insurance

Upon confirmation of the booking the club agrees to indemnify the City of Bayswater against all claims incurred by loss, damage, death or injury arising from the use of the reserve and/or facility. The City cannot legally insure another party's property or assume another party's liability.

Prior to commencing use of City reserves and/or facilities each season, it is essential that all clubs obtain Public Liability Insurance. Certificates of Currency must be forwarded to the City of Bayswater with the Ground Application Form.

a) Public Liability Insurance Policy in the name of the user club (with the City being recorded as "interested party" on the policy) for an amount of not less than TWENTY MILLION DOLLARS (\$20,000,000) in respect to any one claim or such greater sum as the club may reasonably require. The hirer is to provide a copy of their Certificate of Currency for Public Liability Insurance of \$20m with their Summer Season 2023/24 Ground Application Form. Public Liability Insurance must also include the Goods Sold extension if food/consumables are being sold (this is to provide cover for food and drink being prepared or supplied on the premises). For occasions such as large-scale private, public or community-based events (and particularly those at which alcohol is served and/or sold), or for high-risk sporting activities, the hirer's public liability policy will require notation that protects the City's interest beyond any doubt.

Clubs are encouraged to obtain the following additional insurance policies as applicable:

- Professional Indemnity Insurance
- Directors and Officers Liability Insurance
- Volunteer Workers Insurance
- Contents Insurance.

15.2. Working with Children Check

In accordance with the City's Requirement to hold a Working with Children Check Policy, all organisations/individuals who hire City facilities and/or participate in City functions, events or services involving child related activities, in a paid or volunteer capacity, must comply with the Working with Children (Criminal Record Checking) Amendment Act 2024.

It is the responsibility of the organisation wishing to hire a City reserve or facility to ensure that its obligations under this Act have been met. WWC Checks for all relevant members, staff and volunteers conducting child related activities, as required under the Working with Children (Criminal Record Checking) Act 2004, are to be attached to all applications for the use of City facilities when the application is made.

The City reserves the right to reject applications if the relevant Working with Children (WWC) Checks are not provided.

16. Leased Facilities

Many of the facilities on City of Bayswater reserves are leased out to various sporting clubs and/or associations. Leaseholders accept hire bookings directly for these venues, contact information can be found at Halls and Venues for Hire on the City's website.

For any information regarding leased facilities or lease agreements, please contact the City of Bayswater's leasing team at leasing@bayswater.wa.gov.au.

For any maintenance requests on leased facilities, please contact building.maintenance@bayswater.wa.gov.au, however please review your lease agreement before contacting.

17. City of Bayswater Contacts

Leasing – leasing@bayswater.wa.gov.au

Building Maintenance – Building.maintenance@bayswater.wa.gov.au

Major Projects – Club Project Officer mail@bayswater.wa.gov.au

Community Safety 24/7 - 9272 0972 or communitysafety@bayswater.wa.gov.au

Recreation Services – 9272 0992 or recreation.services@bayswater.wa.gov.au

City of
Bayswater

61 Broun Avenue, Morley WA 6062

Civic Centre Opening Hours: 8.30am - 4.30pm (Monday to Friday)

Mailing address: PO Box 467 Morley WA 6943

P: 9272 0622 | F: 9272 0665

mail@bayswater.wa.gov.au | bayswater.wa.gov.au



facebook.com/bayswatercity



instagram.com/cityofbayswater