

Tolosa Park Usage

Policy Manual Number: 06-5

Council Minutes Ref: Council (Item 8) dated 4th June 2012
 Council (Item 13) dated 21 August 2006
 Council dated 25.10.04
 Council (Item 5) dated 1.12.97
 Services Committee (Item 6) dated 22.10.90
 Services Committee (Item 12) dated 8.3.93
 Council dated 2/8/99

File Ref: 01255, 00157

Policy Development

Council in 1990 approved a policy for the general use of Tolosa Park and in 2004 endorsed an additional policy for the commercial use of the facility.

These policies were:

- 06-5 Tolosa Park Usage
- 15-5 Tolosa Park Commercial Use

To assist the administration of these policies the provisions of Policy 15-5 have been added to Policy 06-5.

Policy 15-5 has been rescinded.

Background

Tolosa Park was first established in the 1890's when the Glenorchy Water Trust built a water reservoir on Humphreys Rivulet.

The Council have since 1960 developed a range of community facilities at Tolosa Park including access roads, parking areas, picnic shelters, toilets, sound shelter and Criterium Circuit.

Council estimates that Tolosa Park caters for about 200,000 visitors each year and the facilities and layout of the park encourages high use by families, groups of friends for social occasions and other community groups.

Tolosa Park is widely recognized as being a major recreational asset for the City of Glenorchy and the wider region.

In recent time the venue has hosted a number of commercial events and a policy was developed to address the facilitation of events within the reserve and the potential conflict between site hirers and promoters.

The commercial use of Tolosa Park provides an alternate venue for events that cannot be accommodated at the Derwent Entertainment Centre and are more suited to an outdoor venue.

The commercial use component of the policy has been developed on the basis that the Derwent Entertainment Centre is to be first preference as a location for commercial events.

The current policy requires amendments to reflect the addition of a Criterium Circuit and the soon to be constructed educational training track within Tolosa Park.

Definitions

Recreation/Sports – Organising events utilising all or part of the developed park area. e.g. Cross Countries.

Criterium Circuit – Facility provided for cycling/athletic competition contained within the area - Music Bowl to Tolosa Street.

Promoter – Group or individual financially responsible for event

Event Manager – Group or individual responsible for event co-ordination

Event Management Group – Council staff committee overseeing events to ensure Councils and promoters procedural actions comply with statutory and regulatory requirements.

Group is to report to Manager – DEC

Commercial Event – An event providing a financial return on the services that are provided:-

Policy Statement

General Use

1. The reserve is open from April-September between the hours of 10.30 am to 4.00 pm and during the period of daylight saving between 10.30 am and 8.00 pm
2. Bookings can be made up to twelve (12) months in advance and must be paid in full within (14) fourteen days of a booking being made. Failure to pay results in cancellation of the booking.
3. Sites must be occupied before 12.30 pm and within thirty (30) minutes of the stated time of arrival.
4. Booking fees are non-refundable but may be transferred to a later date. Unreasonable weather will not justify a transfer or refund.
5. A maximum of five (5) huts can be made available free of charge on any one day for charitable purposes.
6. A report to council seeking approval for the total use of Tolosa Park or part thereof by charitable organisations is to be undertaken.
7. No persons are permitted inside the perimeter fence of the actual water storage area.
8. Business operations, vendor vans, merry-go-rounds, trains and pony rides are not permitted within the reserve, but the General Manager reserves the right to permit any or all activities for major events held at Tolosa Park.
9. That approval for the sale of food and non alcoholic drinks only and other commercial activities associated with events held at Tolosa Park will be considered by the General Manager following written application by the organizers and that approval will only be granted on an annual basis.

Any use or financial arrangement outside Council's policy must be endorsed by the General Manager and will be shown as part of Council's annual report.

10. For the use of inflatable devices within the reserve refer to Council Policy 16-5 Use of Inflatable amusement devices – Council Reserves.
11. No animals are allowed within Tolosa Park Reserve.
12. When a total fire ban is in operation no BBQ's can be lit.
13. Vehicles must observe speed limits and use designated car parks.
14. Driving tuition is not permitted in the reserve.
15. Written permission is required for public access through the water catchment area from the Wellington Park Management Trust. The Manager – Council Property in accordance with the following conditions may arrange approval,
 - No fires to be lit.
 - No litter to be dropped.
 - No defecation or urination is permitted in the reserve.
 - The event must be conducted between the hours of 10.30am and 3.00pm.
 - Council will not be held responsible for any personal injuries or damage to any equipment taken into the reserve.
 - A member of the party must man the gate to the water catchment area going into the Reserve to ensure that no unauthorised person enters the area.
 - All members of the party must enter and leave the water catchment area by the gate indicated by the Tolosa Park Ranger.
 - If route markers are to be sited prior to the event taking place, the person responsible must obtain permission from the Tolosa Park Ranger prior to entering the Reserve.

Commercial Use

16. The use of Tolosa Park as a commercial event venue is to be encouraged when the site satisfies promoter's requirements and they are unable to be accommodated at the Derwent Entertainment Centre.
17. All commercial events at Tolosa Park to be co-ordinated by the Manager of the Derwent Entertainment Centre.
18. All commercial events at Tolosa Park must achieve a commercial return negotiated by the Manager – DEC commensurate with the entertainment market place. Any use or financial arrangement outside Council's policy must be endorsed by the General Manager and will be shown as part of Council's annual report.
19. The sale and distribution of event tickets, merchandising, food and beverages to be negotiated with the Manager – DEC.
20. Council's event management documentation proforma to be completed and provided to the Event Management Group prior to the event. The contract is inclusive of set up through to close of event.
21. Commercial Events will be considered for the period October 1 to April 30 each year excluding public holidays.
22. Council reserves the right to refuse events at Tolosa Park.
23. Commercial event bookings are to be reserved a minimum three (3) months before the event.
24. Provision of amenities to be the responsibility of the event manager.

25. The involvement of service clubs in assisting event management is to be at the discretion of the event manager.
26. A damage deposit is to be forwarded to Council and is to be released on the recommendation of the Senior Reserves Supervisor.
27. Events not to proceed if documentation supporting event management/financial viability not endorsed.
28. Site Management including installation of facilities and services to have Council involvement and approval.
29. Certificates of currency in relation to appropriate Insurance Cover are to be provided prior to the event.
30. For safety and security private bookings may be cancelled or transferred.

Sporting/Recreational Use

31. Activities that utilise multiple sites and access to those sites are to be reserved by the hirer.
32. All events to be co-ordinated with and approved by the Manager – Council Property.
33. A Risk Management Plan including risk analysis and appropriate safety controls to be submitted to the Manager – Council Property prior to events.
34. Certificates of currency in relation to appropriate insurance cover are to be provided prior to events. For regular users the certificate will be accepted for the period of insurance.
35. Track marshals are the responsibility of the hirer and are required to control traffic and ensure pedestrian safety.
36. Sites 14, 10, & 15 must be booked by the Criterium hirer to minimise interference with other hut hirers.
37. A fee for the use of the Criterium Circuit area is to be fixed annually.

Review 2 Years

Status: CURRENT

POLICY DOCUMENT CONTROL SHEET

Policy Name: Tolosa Park Usage

Policy Manual No: 06-5

Department: Roads and Recreation

Date Policy Approved by Council: 08/03/93

Reviewed by (Name and Job Title of officer)	Nature of Amendment (List changes made to Policy)	Date Council Endorsed Amendment
Rod Marshall Manager – Council Property	Review and update to include Criterium Circuit	4 June 2012
Rod Marshall Property Manager	Review	21 August 2006
Andrew Lawrence Manager Roads and Recreation	Review	21 st October 2002
	Council (Item 5) dated 1.12.97	
	Council dated 2/8/99	
	Services Committee (Item 6) dated 22.10.90	
	Services Committee (Item 12) dated 8.3.93	