

- Objectives:** People
- Outcome:** 1.1 - A healthy, active, connected and inclusive community.
- Strategy:** 1.1.1 - Provide well planned and maintained public open space and community infrastructure.

## Purpose

The Shire owns and operates various facilities for casual and seasonal hire as a service provided to the community. This policy aims to identify a fair and equitable method for determining fees and charges for the hire of community facilities.

## Definitions

Not applicable

## Policy

### Hire Fees

A fee is established for the hire of community facilities as part of Council's annual budget process. Fees and charges are designed to assist the Shire with the cost of operating and maintaining community facilities. Fees are to be paid at the time the booking is confirmed by the Shire.

### Reduced Fees for local community groups

To be entitled to a reduction in facility hire fees, a community group must be based within the Shire. The maximum reduction in facility hire fee for local community groups is 50% of the relevant fee.

### Bond Charges

A bond is a security measure designed to protect the Shire's assets and applies to all facility hire bookings. Full payment of the bond is to be made two weeks prior to the event.

Bond charges are as per Council's Schedule of Fees and Charges except for schools (primary and high schools) and local sporting groups who are charged a maximum \$100 bond.

### Cancellation Fees

If a hirer cancels a booking four weeks prior, a full refund of hire fees is to be made.

If a hirer cancels the booking less than four weeks prior, 75% of the hire fee is to be refunded with 25% of the hire fee retained by the Shire.

**References**

<b>Name of Policy</b>	5.1.4 Facility Hire
<b>Previous Policy</b>	PC104 – Facility Hire (E15/5096)
<b>Date of Adoption and Resolution Number</b>	Adopted OCM042/09/12 24/09/2012
<b>Review dates and Resolution Numbers</b>	Reviewed OCM187/09/15 29/09/2015 Modified OCM179/12/17 18/12/2017 Ordinary Council Meeting
<b>Next review date</b>	
<b>Related documents</b>	<b>Acts/Regulations</b> <i>Local Government Act 1995 s6.16, s6.17</i> <b>Plans/Strategies</b> Strategic Community Plan 2017 - 2027 <b>Policies</b> Nil <b>References</b> Nil <b>Delegations</b> C009D Power to defer, grant discounts, waive or write off debts and authority to make donations to community and individuals <b>Work Procedures</b> TBD

Note: changes to references may be made without the need to take the Policy to Council for review.