

Hire of Community Venues and Facilities Policy 202Y

POL173



Policy No:	POL173
Policy Title:	Hire of Community Venues and Facilities Policy
Section Responsible:	Governance
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1. INTENT

Narrandera Shire Council (Council) aims to generate an income from the hiring for periodic use of Council venues and facilities such as meeting rooms, exhibition spaces, community halls, sporting fields and courts in order to contribute to the maintenance of those venues for the community. It also seeks to facilitate good community access to amenities and services for groups that support a commitment to equal opportunity, health and wellbeing, and lifelong learning.

2. SCOPE

This policy applies to all Council owned and operated community venues available for periodic hire.

The policy does not apply to facilities managed by s 355 committees. Nor does it apply to commercial properties that are leased from Council and for which contractual lease agreements have been established.

3. OBJECTIVE

To ensure equitable opportunity for potential users by providing a system to allocate hire and concessional rates for Council owned venues and facilities.

4. POLICY STATEMENT

The purpose of this policy is to provide a framework for the equitable, efficient and effective booking and hire of Council's venues and facilities.

The provision of Council venues and facilities for use to the community is a key part of Council's role in meeting the community's needs. This policy sets out the conditions for hiring community venues and facilities.

5. PROVISIONS

5.1 HIRE AGREEMENTS

Hire agreements are offered for defined venues and facilities and are granted on a regular or casual basis. Hire Terms and Conditions outline appropriate conditions of use.

5.1.1 Bookings

Council provides an online booking process via Council's website for all hire events. Unless otherwise formally agreed, no hirer, regardless of concessions awarded under this policy, is exempt from fees and charges relating to their hire.

5.1.2 Hire Applications and Agreement

All requests for bookings must be made through Council's online booking system and assistance from Council officers is available if required by users.

Bookings are not confirmed until the applicant receives an email confirmation of booking from the booking system or seasonal booking confirmation from the responsible officer.

All applicants must comply with the terms and conditions. The terms and conditions of hire are available within the booking system and on Council's website. Confirmation of consent to abide by the terms and conditions is a mandatory step in the booking process.

5.2 FEES & CHARGES

Fees and charges for hire of Council facilities are determined on an annual basis in accordance with the *Local Government Act 1993*. Fee schedules for use of Council venues are set out in Council's Fees and Charges available on Council's website.

Council's Fees and Charges are subject to change each financial year and an increase to fees effective as of 1 July may apply to seasonal users and forward bookings.

5.2.1 Hire Costs

The fees and charges which may be imposed by Council include:

- Fees for hire of the facility.
- Charges for hire of equipment and venue setup, eg: audio/visual equipment, room set up, kitchen facilities.
- Security and key bonds to be paid for some bookings prior to the booking date. Council may retain the bond for breach of the terms and conditions of hire, including any costs associated with cleaning, breaches of security, damage to Council property, or loss of keys or security passes. The bond is refundable after the hire, less any charges for cleaning or damage.
- Cancellation charges are identified in the terms and conditions of hire and may apply depending upon the length of notice given.

- Costs of callouts
 - Security callouts, if it is determined that the hirer did not properly secure a facility following their period of hire.
 - Repair callouts, if it is determined that damage was caused by inappropriate use.
 - Staff callouts, if it is determined that the response was necessary due to negligent or irresponsible behaviour.

5.2.2 Outstanding Fees

Hirers that have failed to pay prior to hire event or with outstanding fees will not be eligible to hire any of Council’s venues. Concession applications from hirers with outstanding fees will not be assessed until outstanding fees have been paid in full.

5.3 APPLICATION FOR FEE REDUCTION OR WAIVER

Council provides an opportunity for local not-for-profit groups to apply for a fee reduction or waiver.

5.3.1 Classifications of hirers

There are two classifications of hirers:

Classification	Description
Casual	Up to 11 bookings of a facility during a financial year, usually ad hoc bookings.
Regular	Multiple uses of 12 or more bookings of a facility during a financial year, usually seasonal or recurring bookings.

5.3.2 Categories of hirers

There are four categories of hirers:

Category	Category Type	Fees	Use
A	Commercial, business, political.	Full fees are applicable. Hirers are not able to apply for a concession for venue hire.	<ul style="list-style-type: none"> • Trade fairs • Product launches • All income generating activities for personal or corporate profit • Meetings/conventions of registered political groups/parties.
B	Private/family	Full fees are applicable. Hirers are not able to apply for a concession for venue hire.	<ul style="list-style-type: none"> • Private and family functions.

C	Community not-for-profit organisations and charities (funded).	Eligible to apply for up to 50% concession on the full commercial rate.	Activities of healthy lifestyle and community education organisations and community service/welfare agencies that have the capacity to raise funds.
D	Non-funded, unincorporated small self-help community groups (no opportunity to attract financial support from either the public or private sector, with an extremely limited capacity to pay for venue hire).	Eligible to apply for up to 100% concession on the full commercial rate.	Activities such as self-help/peer support meetings, fund raising for a charity or for an individual/family in crisis, or other activities to be determined by Council. <i>Note: Council aims to facilitate fledgling groups to move towards establishing themselves as financially independent entities.</i>

To be eligible to receive a concession under Categories C or D the Hirer must be a 'Not for Profit' community group or organisation. Groups should demonstrate their:

- Activity/service meets a broader community need, encourages local community participation, and increases community access to activities and services.
- Activity/service embraces Council's commitment to access and equity, health and wellbeing, and lifelong learning.
- The percentage of service users residing in the Narrandera Local Government Area.

Applications where the assessing officer believes an application has significant community benefit, but where the application falls outside the guidelines of these Terms and Conditions concessions, will be referred to the Executive Leadership Team (ELT) for consideration.

For groups or events that don't qualify under these categories, there is provision to make special application to Council for fee reduction or waiver under Council's annual Financial Assistance Grants program.

6. DEFINITIONS

- ELT: Executive Leadership Team
- GM: General Manager
- DGM: Deputy General Manager

7. ROLES AND RESPONSIBILITIES

7.1 MANAGERS

- Day-to-day management and financial oversight of venues and facilities under the control of their section.
- Oversight of the online booking process for venues and facilities under the control of their section.

7.2 GENERAL MANAGER / DEPUTY GENERAL MANAGER

- Review and approval of concession requests.

7.3 EXECUTIVE LEADERSHIP TEAM

- Referring applications that do not meet the listed concession criteria to Council for consideration.

8. RELATED LEGISLATION

- *Local Government Act 1993*

9. RELATED POLICIES AND DOCUMENTS

- Narrandera Shire Council Fees and Charges (financial year).
- Terms and Conditions – Hire of Community Venues (meeting rooms, exhibition spaces and community halls).
- Terms and Conditions – Hire of Sporting Facilities (sports fields, stadium and courts).
- Venue Booking Online – Account Creation & User Guide.

10. VARIATION

Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- Not applicable.

POLICY HISTORY

Responsible Officer	Position Title		
Approved by	General Manager		
Approval Date	DD Month 202Y		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	DD Month 202Y		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	3/04/2025	20/05/2025	DD/MM/YYYY
2 Reviewed	DD/MM/YYYY	DD/MM/YYYY	DD/MM/YYYY

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