

## Council Policy – Facility Hire

<b>Responsible Directorate</b>	Operations
<b>Responsible Business Unit/s</b>	Facilities
<b>Responsible Officer</b>	Manager Facilities
<b>Affected Business Units</b>	Operations Facilities Community Engagement Sport and Recreation Governance Community Safety

### Objective

The objective of this Policy is to identify a fair and equitable method for determining fees and charges for the hire of community facilities.

This policy aims to establish clear guidelines, promote equitable access, and ensure that all facility hires are managed effectively and efficiently in alignment with community needs.

### Scope

This Policy applies to the hire of all community facilities.

### Policy

#### Introduction

The Shire of Serpentine Jarrahdale (the Shire) owns and operates various facilities for casual and seasonal hire as a service provided to the community.

#### 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 qualify for a reduction in facility hire fees, a community group must be located within the Shire and classified as a new user group that has recently been established. The maximum reduction available for local community groups is 50% of the applicable 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.

The bond is held before the booking and released 3 days after the booking through the SpacetoCo booking Facility currently implemented by the Shire.

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.

### Definitions

Nil.

### Related Documents

- Council Plan 2023-2033

### Legislation / Local Law Requirements

- *Local Government Act 1995*

### Amendment Record

		Date	Resolution Number
<b>Council Adoption</b>		<b>24/09/2012</b>	<b>OCM042/09/12</b>
Version	Date	Resolution Number	Amendment Details
2	29/09/2015	OCM187/09/15	Reviewed
3	18/12/2017	OCM179/12/17	Modified
4	17/03/2025	OCM068/03/25	New template and minor wording amendments