	POLICY I.24	Version:	4
	Hall and Facilities Hire	Date Adopted:	28 th June 2016
		Next Review Due:	26 th June 2020

1. STATEMENT

The purpose of this policy is:

1. To ensure that Council Halls and Facilities are used for the benefit and advantage of the broader community.
2. To ensure uniform application of Council's hire fee structure for Council Halls and Facilities.
3. To specify the basis on which Community Hire Fees will be applied for use of Council Halls and Facilities.

2. DEFINITIONS

Community Group is a community based non-profit organisation or association of persons where open membership and participation in activities is encouraged. A community group may take part in profit-making activities, but the surplus is reinvested in pursuit of the group's goals.

A community group may be:

- A group whose primary aim is to provide services and benefits to the community.
- Special interest or advocacy groups for particular sections of the community (eg: women, youth, people with disabilities, groups campaigning on specific issues) this does not include political parties or groups.
- Neighbourhood or shared interest groups.

Excluded groups:

- Schools/Educational Institutions
- Fee for Service hirers

3. PRINCIPLES


3.1 Scope

The policy provides affordable access to Council managed facilities by eligible community organisations to support activities that benefit residents of the Council area and optimise the use of Council facilities.

This policy is limited to the hire of the following facilities directly managed by Council:-

- John Riddoch Centre's – Penola Local History Room
- John Riddoch Centre's – Committee Room
- Rymill Hall
- Penola Stadium
- Beachport Visitor Information Centre – Community Room
- Civic Centre – Council Chambers
- Civic Centre – Reference Room
- Civic and Arts Centre
- Millicent RSL Hall
- Millicent Italian Club

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
9.63.1/4	Public	Corporate Services	Director Corporate Services	4 yearly
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This policy does not apply to the following facilities managed directly by a formal Management Committee appointed by Council:

- Beachport Recreation Centre
- Kalangadoo Institute Hall
- Rendelsham Community Hall
- Tantanoola Institute Hall

Any consideration of the provision of reduced fees for the use of Council facilities under management by formal Management Committees appointed by Council shall be considered by the respective Management Committee on an application basis.

In the event that a respective Management Committee ceases to operate, it will be deemed that Council will be responsible for the direct hire of the facility and the scope of the policy will apply.

3.2 Community Group Hire Fee

A general schedule of Hire Fees for each of the Halls and Facilities will be adopted by Council and reviewed annually as part of the Council's Schedule of Fees and Charges.

Any hirer who meets the Community Group criteria can seek the Community Group Hire Fee to be applied for their event. The Community Group Hire Fee shall be equivalent to a 75% discount of the applicable general Schedule of Hire Fees relevant to the specific facility.

The granting of the Community Group Hire Fee Schedule will only apply to the direct Hall and Facilities hire fee and not to other hire conditions or services required in connection with the direct hire – e.g. tablecloth or crockery hire, piano hire, bonds or security requirements.

3.3 Other Conditions

Any requests for variation of Hire Fees from either the general Schedule of Hire Fees or the Community Group Hire Fees will be considered by the Chief Executive Officer on the individual merit of such request.

All hirers will be required to complete a Hall Hire Permit to confirm the facility booking and confirm the terms and conditions applicable to the function or activity.


All hire fees must be paid in full prior to taking possession of the facilities agreed.

A tax invoice for fees over \$200 will be issued for the appropriate hire fee on confirmation of booking. Fees less than \$200 will be required to be paid in full prior to collection of a key.

4. REVIEW

This Policy will be reviewed every four (4) years.

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5. AVAILABILITY

This Policy is available for inspection without charge at the following location during ordinary business hours:

- Principal Office, “Civic Centre”, George Street, Millicent
- Council Website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council’s Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING

References	
Relevant Legislation:	
Relevant Policies / Procedures / Guidelines	<ul style="list-style-type: none"> • Schedule of Fees and Charges

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	09.06.2006	Council	Adopted	Folio 3666; Item 11.1.1
2	15.02.2011	Council	Reviewed	Folio 4518; Item 11.1.9
3	12.07.2011	Council	Amended	Folio 4596; Item 11.1.4
4	28.06.2016	Council	Amended	Folio 6448; Item 5.1.1(11)

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