



Venue hire policy

Classification	Policy
Strategic reference	Goal 1: An Engaged Community
Relevant legislation	Local Government Act 1999
Relevant documents	Venue Hire Application Form Community Use Assessment for Community Owned Facilities (Geranium Bowling Club and Parrakie Hall) April 2019
Responsible officer	Manager Property & Development Services
Date adopted	June 2022
Next review date	June 2025

1 Purpose

This policy seeks to ensure

- Council owned venues are available for hire and are used for the benefit and advantage of the broader community
- Council's fees and charges are applied consistently and fairly
- There is clarity around the types of venue use that is free of charge
- All hall equipment and kitchenware is available primarily for use within the halls
- Council provides financial support for community use of the community owned Geranium Bowling Club and Parrakie Hall.

2 Background

This policy applies to the following Council owned venues available for hire:

- Lameroo Memorial Hall
- Pinnaroo Institute
- Parilla Memorial Hall

These halls are multi-use public facilities catering for a wide range of private, community and social functions and activities.

The fee schedule for hiring Council venues is adopted annually by Council. A copy of Council's Fees and Charges is available on Council's website or from Council offices. The fee schedule lists charges for general use. A number of community uses are free of charge.

The Geranium Bowling Club and Parrakie Hall are both community owned and operated multi-use facilities. The fees and rules for the use of these two facilities are set by the community group managing each facility.

3 Principles

As community facilities, the venues are provided for the purposes of social, sporting, charitable, cultural, education and entertainment functions. A Venue Hire Application form should be completed and

submitted by the applicant through Council's website a minimum of 7 working days prior to an event. Use of the facility is not confirmed until the Venue Hire Application is completed in full, signed and returned to Council with all required supporting documentation and a confirmation letter/email is received by the applicant.

The hire of venues for commercial and retail sales is not generally supported.

Council supports locally based community groups, not for profit organisations, registered charities, and schools by considering the waiving of the hall hire fee for use of the halls' for particular events and activities that provide broad benefit to the local community.

Waiving of the hall hire fee may be considered when the applicant meets one or more of the below criteria::

- The applicant is a locally based community group holding an event that is of broad benefit to the local population and the event has either a free entry, low entry fee or subsidised entry fee. An event is considered to benefit the local population if it is an activity that would appeal to a broad section of the community. A membership organisation holding an event primarily for its own members is not an event for the broad benefit of the local population.
- Not for profit organisations (as identified by the Australian Taxation Office) for charity/fundraising functions
- All schools and preschools for school and preschool activities.
- Consideration for the hall hire fee to be waived will also be considered where an applicant that does not fit into the above criteria is providing a service or opportunity that is deemed to be of broad benefit to local community members or aligns with the Southern Mallee District Council's Strategic Plan Goals.

The responsible Council officer will assess hall hire applications in accordance with this policy and the Venue Hire Application and confirm the hire charge with the applicant.

In the event of uncertainty as to the appropriate hire charge, it will be determined by the Chief Executive Officer.

Appeals against the original decision may be made to the Chief Executive Officer, in writing, who in considering the request for a review of the decision will determine if the policy has been correctly applied. The Chief Executive Officer will advise applicants in writing of the decision.

This policy shall not preclude an applicant from appealing to Council against a decision made pursuant to this policy. Appeals must be lodged in writing to the Chief Executive Officer and will be submitted to a Council meeting for consideration.

All hirers will be required to complete a Venue Hire Application and accept the terms and conditions applicable to the function or activity.

Council's fees for hall hire are not negotiable.

All hall equipment and kitchenware is primarily for use within the halls. On some occasions the community may have a need to hire hall chairs or other items and there is a fee for this. Requests for hire of equipment and kitchenware will be at the discretion of the responsible Council officer.

Council will reimburse the community operators of the Geranium Bowling Club and Parrakie Hall for all events which are demonstrated to meet the above community use criteria. Each request for reimbursement from the operators of the Geranium Bowling Club or Parrakie Hall must be in writing and accompanied by a completed Community Use Assessment for Community Owned Facilities (Geranium Bowling Club and Parrakie Hall) April 2019.

4 Policy review

The effectiveness of this policy will be reviewed every three years or as necessary.

5 Further information

This document is available on Council's website www.southernmallee.sa.gov.au and at the principal office of the Southern Mallee District Council at Day Street, Pinnaroo SA 5304.

A copy of this document may be purchased from Council.