



#### **4. ADMINISTRATION POLICIES**

##### **4.2 ADMINISTRATION**

##### **4.2.1 Hire of Council Halls, Community Centre, Other Facilities & Hall Equipment**

1. That users of Council Hall, Community Centre and Other Facilities pay a bond set by Council at its annual budget which is refundable upon clearance by the Chief Executive Officer, upon advice of the caretaker that the kitchen and hall have been left in a clean and tidy condition, that all crockery, cutlery and equipment is clean and in place.

Bonds can be applied at the discretion of the Chief Executive Officer and not to be applicable to meetings of recognised pensioner associations.

Not-for-profit Community Groups and/or Registered Charitable Organisations may request the waiving of refundable bonds by a written declaration of responsibility, and agreement to "make good" any damages. This declaration must be presented at least fourteen (14) days prior to the event.

2. At least 48 hours notice must be provided for cancellations or the hire will be charged to all hirer's at the applicable full rate. No discounts will apply to Not-for-profit Community Groups and/or Registered Charitable Organisations.

If charged, upon written request the venue hirer shall have an appeal right where the matter will be presented as a staff report for Council's consideration. Council may choose to waive part or all of the cancellation charge or dismiss the appeal as necessary.

3. That Council chairs, tables, trestles and scaffolding not be made available for private entrepreneurs to be used for commercial retailing.
4. Equipment may be used off site at the prior approval of the Chief Executive Officer, and the following conditions must apply:
  - Equipment must be used at a Shire facility;
  - Indemnity is to be provided to 'make good' any damages;
  - Sign for receipt of equipment, and return of equipment;
  - An inspection of equipment, by a Council Officer, to be conducted prior to collection, and at return, of equipment; and
  - Transportation of equipment will be at the users cost.
5. That the Chief Executive Officer be fully empowered to accept or reject applications to hire the Council Hall or other facilities. Any hiring



applications that are refused can be referred to Council, if adequate time permits before the required booking date.

**REVIEWED AND ADOPTED 25 JULY 2002  
REVIEWED AND MODIFIED 7 AUGUST 2008  
NEXT DUE FOR REVIEW AUGUST 2012**

**The Administration of this Policy is by the Statutory Services  
directorate.**