

# Civic Centre Hall Hire Policy

<b>Council Policy:</b> <b>POL/111</b>	Civic Centre Hall Hire Policy		
<b>Reference</b>	<i>Strategic Community Plan 2013- 2023</i> Priority Area: 1 Major Strategy: 1.3	<i>Corporate Business Plan 2020 - 2024</i> Priority Area: 1 Major Strategy: 1.4	
<b>Responsible Officer</b>	Manager Corporate Services and Governance		
<b>Policy Area</b>	Corporate Services – Community		
<b>Council Adoption Date</b>	27 October 2020	<b>Version Number</b>	V1
<b>Amendment Dates</b>		<b>Next Review Date</b>	2023

This Policy replaces all previous policies related to this topic.

## 1. Policy Purpose

- 1.1. This Policy establishes guiding principles and guidelines related to hire management of the War Memorial Hall and Lesser Hall (Halls).
- 1.2. This Policy aims to provide an equitable, transparent and accountable process in determining and allocating Halls for hire.

## 2. Policy Scope

- 2.1. Supports the efficient and effective use of the Town's Halls, thereby ensuring fair and reasonable access to Town facilities by all users across the Town of Cottesloe community.
- 2.2. Sets priority and cost efficiencies to community and charitable organisations.
- 2.3. All other bookings are to be based on a cost recovery system to contribute to the long-term upkeep of the facilities.

## 3. Policy Requirements

- 3.1. All bookings are classified and managed in accordance with the Event Facility and Classification Policy. Priority is to be given to organisers that meet the Community or Charitable classification/s.

- 3.2. Bookings are not to be taken more than six months in advance.
- 3.3. Charitable organisations, which do not attract a hire fee, are not permitted to have more than one booking per calendar month.
- 3.4. Repeat bookings in excess of three sessions for the same hall are not permitted in any week (Monday – Sunday).
- 3.5. Repeat booking in excess of one session for the same hall are not permitted in the same day unless scheduled contiguously.
- 3.6. Booking times are inclusive of set up and pack down. A minimum of half an hour is required between each individual booking.
- 3.7. For all bookings, rescheduling is considered a cancellation, as per the Schedule of Fees and Charges.
- 3.8. Town Officers may use their discretion to regulate the fair and reasonable allocation of the Halls.
- 3.9. The Town reserves the right to deny an application based on the nature of the booking. An accurate summary outlining the intended use should be stated on the application form.
- 3.10. The Town may impose conditions on an applicant to ensure the use is compatible with the Town’s standards as a community facility.
- 3.11. Bookings are for the relevant hall only and do not permit the use of any other hall or space at the Cottesloe Civic Centre.

#### **4. Exemptions**

- 4.1. A Town appointed Cottesloe Civic Centre exclusive event and catering contractor, within the contractual rights.

#### **5. Definitions**

- 5.1. **War Memorial Town Hall** - situated on the Southern upper level.
- 5.2. **Lesser Hall** - stand-alone building to the North of the main structure building.
- 5.3. **Cottesloe Civic Centre** – Lot located at 109 Broome Street, Cottesloe WA 6011.

#### **6. Relevant Legislation**

This Policy should be read in conjunction with relevant legislation including:

- 6.1. Health (Public Buildings) Regulations 1992
- 6.2. Food Act 2008
- 6.3. Town’s Health Local Law 1997
- 6.4. Health (Miscellaneous Provisions) Act 1911
- 6.5. Environmental Protection (Noise) Regulations 1997

## **7. Other Relevant Procedures/Key Documents**

This Policy is at all times subject to the following relevant procedures/key documents:

- 7.1. Schedule of Fees and Charges
- 7.2. Event Classification Policy
- 7.3. Facility Hire – Conditions of Use
- 7.4. Lesser Hall – Procedures and Information
- 7.5. War Memorial Hall - Procedures and Information
- 7.6. Hall Hire Application Form
- 7.7. Contract - Cottesloe Civic Centre exclusive event and catering contractor
- 7.8. Town's Liquor (Licensed Premises) Policy