

Facility Hire Policy

Council Policy: POL/111	Facility Hire Policy		
Reference	<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	
Responsible Officer	Director Corporate and Community Services		
Policy Area	Corporate Services – Community		
Council Adoption Date	27 October 2020	Version Number	V2
Amendment Dates	28 May 2024	Next Review Date	2027

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, Lesser Hall (Halls) and Anderson Pavilion.
- 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 and Anderson Pavilion, 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 with the exception of wedding bookings for a wet weather backup which is 12 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 halls only and do not permit the use of any other hall or space at the Cottesloe Civic Centre.

4. Exemptions

Nil

5. Definitions

- 5.1. **Blue Room Lounge** - situated on the Southern upper level of the Civic Centre
- 5.2. **Lesser Hall** - stand-alone building to the North of the Civic Centre
- 5.3. **Cottesloe Civic Centre** – Lot located at 109 Broome Street, Cottesloe WA 6011.
- 5.4. **Anderson Pavilion** - Located at Harvey Field, cnr Jarrad St and Broome St

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