



<b>Council Policy:</b>	Civic Centre Hall Hire <b>(DRAFT)</b>		
<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>		<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 do not permit usage of the other hall or other areas of 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 is at all times subject to the following legislation:

- 6.1. Health (Public Buildings) Regulations 1992
- 6.2. Food Act 2008



- 6.3. Town's Health Local Law 1997
- 6.4. Town's Liquor (Licensed Premises) Policy
- 6.5. Health (Miscellaneous Provisions) Act 1911
- 6.6. 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

## CIVIC CENTRE HALL BOOKINGS

### 1. Background

The Civic Centre includes two halls, which are available to the public on a fee for hire basis:

- a. The War Memorial Town Hall, situated on the Southern upper level; and
- b. The Lesser Hall, which is a stand-alone building to the North of the main structure.

The various outdoor areas are also hired to the public under terms contained in reference B above.

Note: All scales of charges associated with this policy are contained in Council's budget and are to be reviewed annually.

### 2. Aim

This policy sets out the conditions for the hire of Council's public halls within the Civic Centre and criteria for waiving fees for certain organisations.

### 3. Policy

The basis for this policy is that Council Halls will be made available at subsidised costs to bona fide community groups that serve the local community. All other arrangements will be based on a cost recovery system with a margin applied to contribute to the long-term upkeep of the facilities. Fees and charges are to be reviewed annually in the context of Council's budget preparation. The provisions of reference B above shall be observed at all times when bookings are being considered.

Bookings for halls will be maintained by Council staff in liaison with Mustard Catering who have contractual rights to use the War Memorial Town Hall and other areas. The Chief Executive Officer is to ensure that an effective booking and accounting system is in place at all times. No long term, repeat booking in excess of three sessions for the same hall shall be permitted in any week without Council approval. This provision is to maintain the accessibility of the halls for occasional meetings of local residents or groups. Note: Large-scale commercial events, involving trading in any form, are to be approved by Council.

Waiving of fees shall be at the discretion of Council, except that the Chief Executive Officer is authorised to waive single bookings not exceeding \$100 which meet the guidelines in this policy as follows:

- Fees will only be waived for organisations that are incorporated and have a bona fide community role with a clear benefit to the Cottesloe district.
- Fees for the Lesser Hall will only be waived once per calendar month for any organisation.
- Fees for the War Memorial Town Hall shall only be waived once per year for any organisation.

The following events and organisations are exempt from all fees:

- Music for Pleasure Concerts
- The Returned Services League.

The following organisations are exempt from all Lesser Hall fees:

- Cottesloe Neighbourhood Watch
- SOS Cottesloe Inc.
- South Cottesloe Coast Care Association
- Cottesloe Marine Protection Group
- Over 50s fitness classes
- Committees, sub-committees, or other groups specifically authorised by Council to conduct meetings that in turn report to Council.

Priority for Lesser Hall Bookings shall be as follows:

- Local Organisations
- Community groups
- Commercial or private activities.

Hirers are required to comply with the *Environmental Protection (Noise) Regulations 1997*. All functions must cease at midnight and amplified sounds at 11.45pm. Council will employ a suitably qualified and equipped sound engineer to monitor and enforce sound restrictions, and recoup the cost of this from the hirer. The Chief Executive Officer may extend the foregoing times on an occasional basis and in doing so, shall take into account the affect on the amenity of residents in the area.

#### **4. Related Documents**

- Council Budget
- Leasing Agreement – Town of Cottesloe and Mustard Catering

Adopted	23 June 1997
Reviewed	27 March 2000
Reviewed	25 March 2002
Expected date of review	

## EVENT AND FACILITY CLASSIFICATION

### 1. Objectives

To provide a mechanism that allows events held at Town of Cottesloe facilities to be classified and appropriate fees be charged.

### 2. Principles

Council seeks to ensure that event organisers are charged an appropriate fee according to the scale and nature of their event. The fees charged should reflect the cost and benefit of the event to the community of Cottesloe.

### 3. Issues

A range of organisations and individuals host events in Cottesloe, from large scale public events to small scale community events. Event organisers typically seek ways to minimise their costs – including seeking discounts for venue hire. Due to the number of requests for fee waivers, a clear and well defined policy is needed that will allow events to be classified more efficiently and consistently. A number of these requests are for charitable purposes where Council waives any hire fees to support the charitable activity, although they do not necessarily meet the established criteria.

This Policy does not apply to events booked through the Town's contract catering company appointed by Council to manage external events at the Cottesloe Civic Centre.

### 4. Policy

All events held at venues controlled by the Town of Cottesloe will be classified as one of the following:

- Charitable Events
- Educational Events
- Community Events
- Tourism Events
- Commercial Events

The classification of the event will affect the fees charged for the hire of the facilities which are determined annually by Council when adopting the annual budget. All events will be classified as a commercial event unless the applicant otherwise specifies in writing how the event satisfies criteria of an alternate classification.

These classifications apply to all bookings unless otherwise determined by Council.

Cottesloe Surf Life Saving Club and North Cottesloe Surf Life Saving Club functions normally associated with the operations of a surf life saving club on any beach area within the Town are exempt from fees.

Note: Where there are conflicts in proposed uses of any beach, applications made by the surf life saving clubs will be given priority.

## **5. Assessment Criteria**

### **5.1 Charitable Events**

Events in this category will satisfy at least one of the following:

- a. The primary purpose of the event is to raise funds for a registered charitable purpose(s).
- b. The event is being organised by a not for profit organisation to raise funds for a registered charity or other not for profit organisation that is a registered charity with the Australian Government.
- c. The primary aim of the event is to promote awareness of a significant community or health issue.

Note: Where a commercial or not for profit entity wishes to hold an event to raise funds for a registered charitable organisation, they must pay the relevant hire fee applicable.

The applicant can then make separate application to Council after the event for those fees to be reimbursed on the basis of the charitable nature of the event on the following conditions:

- Detailed audited financial statement(s) for the event are submitted.
- Receipt(s) are submitted with the financial statement showing distribution of the funds to the nominated charity or charities.

Note, a not for profit organisation seeking to stage an event for which the organisation is formed is not considered a charitable event, it is considered a community event.

### **5.2 Educational Events**

This classification applies to events facilitated by Cottesloe Primary School and North Cottesloe Primary School and affiliated Parents and Citizens Associations.

Applications from other educational institutions will be classified as a community event unless they meet one of the following criteria:

- a. The event does not seek to promote a school, service, company or organisation (sponsorship excepted).
- b. The event is run by a school with standard school hours as part of the school day (Monday to Friday, 8.00am to 4.00pm).

Events, including film and photo shoots that form part of a student's curriculum may have the Fees and Charges waived or reduced by staff if the event is considered minor and of no major impact.

### **5.3 Community Events**

For events to be classed in this category they must be managed by a not for profit, incorporated organisation and satisfy at least two of the following:

- a. The primary purpose of the event is to provide an opportunity for Cottesloe residents to attend/participate in the event.

- b. The event does not seek to promote a product, service or company (sponsorship excepted).
- c. Spectating at the event is free.
- d. The event is supported or organised by a local community group.
- e. The event is to promote religious or political ideas.

**5.4 Tourism Events**

For events to be classed in this category they must satisfy one of the following:

- a. The primary purpose of the event is to promote or provide tourism opportunities for Western Australia.
- b. The event is in conjunction with or sponsored by Tourism Australia, Tourism Western Australia or other Government agencies as may be applicable.

**5.5 Commercial Events**

These events are events that are not able to be categorised under the other four categories and will typically meet one of the following criteria:

- a. They seek to promote a company or product.
- b. Admission is charged for people to be able to participate.
- c. The organisers of the event are retaining the profits for personal or corporate gain.
- d. It is a private event that is not open to the general public.

**6. Related Documents**

This Policy should be read in conjunction with other Town of Cottesloe Policies and Local Laws, regulations and legislation. This includes but is not limited to:

- *Guidelines for Concerts, Events & Organised Gatherings 2009* (Department of Health)
- *Traffic Management for Events Code of Practice 2008* (Main Roads)
- *Beaches and Beach Reserves Local Law 2012* (Town of Cottesloe)
- *Local Government Property Local Law 2001* (Town of Cottesloe)
- *Special Events Local Law 2006* (Town of Cottesloe)
- Beach Policy (Town of Cottesloe)
- Hall Hire Policy (Town of Cottesloe)

Adopted	25 July 2017
Expected date of review	