

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	