

<b>Policy Section:</b>	<b>2: Business Enterprises and Communications</b>
<b>Policy Name:</b>	<b>Hire of Gawler Civic Centre Venues</b>
<b>Classification:</b>	<b>Public – Council Policy</b>
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<b>Responsible Officer(s):</b>	<b>Manager Business Enterprises &amp; Communications Gawler Civic Centre Operations Coordinator</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR18/70528</b>
<b>Legislation Authority:</b>	<b>N/A</b>
<b>Related Policies and Codes:</b>	<b>National Competition Policy 2005</b>
<b>Related Procedures:</b>	<b>Gawler Civic Centre Operations Manual (CR18/17277)</b>

## 1. INTRODUCTION

- 1.1 The purpose of this policy is to guide staff and potential hirers regarding the hire of Gawler Civic Centre venues, including key objectives, definitions, concessions and terms and conditions.
- 1.2 This policy does not apply to properties, facilities or contractors that are leased, hired or managed from or through the Town of Gawler and for which a contract has been established.
- 1.3 This policy seeks to outline the key guidelines for hiring Gawler Civic Centre venues only, it does not apply to other Council facilities.

## 2. OBJECTIVES

- 2.1 The primary purpose of the Gawler Civic Centre is to revitalise and redevelop existing main street community buildings that will drive economic growth, create new jobs and strengthen the social and cultural base of Gawler and the region.
- 2.2 To ensure community access to high quality Function Venues and Meeting Rooms.
- 2.3 To optimise venue hire revenue and deliver a sustainable operation.

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- 2.4 To ensure that fees and charges set for the Gawler Civic Centre Function Venues and Meeting Rooms reflect:
- A premier, new, function and meeting venue in the northern suburbs of Adelaide
  - Venue capabilities and strengths, benchmarked across the region
  - Australian National Competition Policy guidelines and competitive neutrality
- 2.5 To ensure there is a clear process for venue hire at the Gawler Civic Centre, as a distinct Council facility.

### 3. DEFINITIONS

For the purpose of this policy, the following definitions apply:

<b>Gawler Civic Centre</b> (89-91 Murray Street, Gawler)	The redevelopment of the State Heritage listed Town of Gawler Institute and Town Hall will contain six business functions, namely: <ul style="list-style-type: none"> <li>- Gawler Public Library</li> <li>- Cultural Heritage Centre</li> <li>- <b>Function Venues and Meeting Rooms</b></li> <li>- Youth Space</li> <li>- Business Innovation Hub (external provider)</li> <li>- Social Enterprise Café (external provider)</li> </ul>
<b>Institute</b>	Northern building of the Gawler Civic Centre redevelopment (91 Murray Street, Gawler).
<b>Town Hall</b>	Southern building of the Gawler Civic Centre redevelopment (89 Murray Street, Gawler).
<b>Function Venue</b>	Refers to the four (4) rooms on the first floor of the Institute building. The <b>Hall</b> , <b>Seating Gallery</b> and <b>Council Chamber</b> can be used separately or as a combined, large venue. Also on this floor, the <b>James Martin Room</b> serves as a function venue in its own right or it can act as a foyer/reception area for the larger function venues.
<b>Meeting Room</b>	Refers to the ten (10) rooms on the lower ground, ground and first floors of the Town Hall building.
<b>Council</b>	Town of Gawler.
<b>Hire rates</b>	Refers to the fees and charges set for each Function Venue and Meeting Room (excluding staff/contractor fees), dependent on the hire time required: <ul style="list-style-type: none"> <li>- Function Venues: Half-Day and Full-Day rates</li> <li>- Meeting Rooms: Hourly and Full-Day rates</li> </ul> For current hire rates and definition of same, refer to the Gawler Civic Centre Application to Hire form or the Council website. Outside of standard business hours, staffing costs will be added to the hire rate as per Council's enterprise award, including prescribed overtime and Council's staffing policies and procedures.
<b>Corporate hirer</b>	Includes Government (excluding Government School groups), Business and Corporate organisations or Private Hirers.
<b>Community hirer</b>	Includes registered Charities, Service Clubs, School groups (Pre/Primary/Secondary) or not-for-profit Community groups.
<b>Casual hirer</b>	Those hirers that book a Function Venue or Meeting Room, nine or less times per financial year, including single use hirers.
<b>Regular hirer</b>	Those hirers that book a Function Venue or Meeting Room, ten or more times per financial year, booked simultaneously and in advance. A regular hirer will receive a concession from the standard hire rate.

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### 4. HIRER CONCESSIONS

4.1 The Gawler Civic Centre venue hire rates will be modelled on a **two-tier categorisation system**:

4.1.1 **Corporate Rate – full fee paying hirers**

Applicable to all corporate hirers booking Gawler Civic Centre Function Venues or Meeting Rooms.

4.1.2 **Community Rate – 50% discount on hire rate**

Applicable to all community hirers booking Gawler Civic Centre Function Venues or Meeting Rooms.

4.2 **Special Community Hirer Concession** – free Town Hall Meeting Room hire for all Town of Gawler registered\* community hirers, during business hours (9.00am-5.00pm, Monday to Friday).

*\* registered address within the Town of Gawler and/or demonstrated Town of Gawler activity*

4.3 **Regular hirers** – receive a **20% concession** off their hire rate.

### 5. TERMS AND CONDITIONS

5.1 Application to Hire form:

Those individuals or groups wishing to hire a Gawler Civic Centre venue must complete a **Gawler Civic Centre Application to hire** form, which requires them to outline their contact details, booking details, venue(s) and equipment required and any additional requirements. The full Gawler Civic Centre Terms and Conditions of use are also outlined on this form.

5.2 Fees and Charges:

Hirers are required to pay the correct hire rate as set out in Council's annual Fees and Charges register, their signed Hire Agreement contract and the terms of their invoice. Council administration reserve the right to consider special circumstances on a case-by-case basis.

5.3 Orderly activities:

Hirers and the activity for which they use a Gawler Civic Centre venue, must not breach defamation, privacy, intellectual property or copyright laws. Council reserves the right to refuse or cancel any booking, at its discretion, if the purpose or activity is deemed to be an inappropriate use of the premises. Further, hirers shall not permit any act, or anything, which may negatively impact the reputation of the Council. The Council must be informed of the activity for which any venue is to be used at the time the booking is made.

5.4 Catering:

Hirers requiring any food or beverage as part of their booking and use of Gawler Civic Centre venues must inform Council staff on application, or as soon as practicable before their booking. Catering must be provided and approved at the discretion of Council management.

5.5 Damages:

At the completion of the Hirer's booking, all furniture must be returned to its original position, which is where they were found on arrival to the venue, or to a pre-arranged format.

All areas must be left in a clean and tidy state.

Any damages must be immediately reported to Council.

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The hirer must reimburse the Council for any damage or breakages to furniture, fittings or equipment at a cost and terms determined by Council.

### **5.6 Insurance:**

All Gawler Civic Centre Function Venue and Meeting Room hirers will be required to have a current Public Liability Insurance policy of no less than ten million dollars (\$10,000,000) and are required to present proof of currency of their policy at the time of application to hire a Gawler Civic Centre venue. For those bookings deemed to be high risk by Council staff, further conditions may apply.

### **5.7 Full Terms and Conditions:**

Gawler Civic Centre hirers will be provided full terms and conditions upon application to hire the venues and/or via the Gawler Civic Centre Application to Hire form and/or via the Council website.

## **6. REVIEW AND EVALUATION**

The effectiveness of this Policy will be reviewed on a biennial basis.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

## **7. FURTHER INFORMATION**

Further information about this Policy can be obtained by:

Telephone: 8522 9211

Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)

Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.

Letter: PO Box 130, Gawler SA 5118

## **8. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.