

	POLICY 18	Version:	7
	Hall and Facilities Hire	Date Adopted:	11 April 2023
		Next Review Due:	11 April 2027

1. STATEMENT

Wattle Range Council is committed to ensuring its public halls and facilities are available for the benefit of the Wattle Range community and that there is a simple and uniform fee structure in place for their hire.

2. DEFINITIONS

Community Group is a volunteer based not for profit organisation or association where open membership and participation is encouraged and where the activities and/or services being contemplated are provided for the benefit of the Wattle Range community without fee or charge other than through membership subscriptions.

Registered Charity is an organisation or association that meets the statutory definition of a charity as defined by the [Australian Charities and Not for Profits Commission](#) and is listed on their [Charity Register](#).

3. PRINCIPLES

3.1 Facilities for Hire

This policy is limited to the hire of the following facilities:

- Beachport Visitor Information Centre
- Beachport Recreation Centre
- Kalangadoo Riddoch Memorial Institute Hall
- Millicent War Memorial Civic & Arts Centre, Gallery and Library
- Millicent RSL Hall
- Millicent Road Safety Centre
- Penola Visitor Information Centre
- Penola Stadium
- Rymill Hall
- Rendelsham Community Hall
- Tantanoola Institute Hall

3.2 Hire Fees

Facility hire fees are reviewed every year and endorsed as part of Council's Annual Business Plan and Budget. They are listed in Council's annual [Fees and Charges Schedule](#), which is publicly available on our website: www.wattlerange.sa.gov.au.

3.2.1 Discounted Hire Fees


Where a facility is hired on an hourly basis for activities such as meetings or conducting training, Community Groups and Registered Charities will be eligible for a 100% discount of the scheduled facility hire fee.

Where a facility is hired for (for periods longer than 4 hours), Community Groups will be eligible for a 75% discount and Registered Charities will be eligible for a 100% discount of the scheduled facility hire fee.

Bonds will still apply where alcohol is being served, as will extra charges for cleaning, equipment, crockery, chairs, table, piano hire etc.

Applicants should request a discount as part of their booking application if they believe they meet the definition of a Community Group or Registered Charity. Each request will be considered on

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merit and any discount applied will be at the absolute discretion of the Chief Executive Officer (CEO).

3.3 Bookings

In person or over the phone bookings can be made through Council's Customer Service desk at our Principal Office at George Street in Millicent or at any of our Visitor Information Centres. Application forms are also available on Council's website;

A booking will only be deemed to be confirmed once the terms and conditions of use have been signed, all fees, charges and bonds have been paid, and you have received a confirmation booking reference number.

4. REVIEW

This Policy will be reviewed every four (4) years.

5. AVAILABILITY

This Policy is available without charge on the Council website: www.wattlerange.sa.gov.au.

A copy of the Policy may be purchased from the Principal Council Office upon payment of a prescribed fee in accordance with Council's Schedule of Fees and Charges.

6. REFERENCES & FURTHER READING

References	<ul style="list-style-type: none"> Charities Act 2013 (Cth) Australian Charities and Not for Profits Commission
Relevant Legislation:	
Relevant Policies / Procedures / Guidelines	<p>This Policy should be read in conjunction with:</p> <ul style="list-style-type: none"> Schedule of Fees and Charges

7. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review, and amendment history of the policy.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	09.06.2006	Council	Adopted	Folio 3666; Item 11.1.1
2	15.02.2011	Council	Reviewed	Folio 4518; Item 11.1.9
3	12.07.2011	Council	Amended	Folio 4596; Item 11.1.4
4	28.06.2016	Council	Amended	Folio 6448; Item 5.1.1(11)
5	12.02.2021	ELT	Adopted	
6	13.03.2021	ELT	Adopted	
7	11.04.2023	Council	Amended	Folio 10512; Item 15.1.3(2)

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