

# CP 3 – Facility Hire

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## 1 Policy

The Shire of Bridgetown-Greenbushes has various facilities which may be hired by organisations, groups, individuals and companies. The facilities differ whereby some have tables, chairs, crockery, cutlery available whilst others do not have any furniture, etc. All facilities are hired on an 'as is' basis and hirers must complete and sign a Facility Hire application form and adhere to the conditions of use contained therein.

### 1.1 Conditions of Use

Hirers of Shire of Bridgetown-Greenbushes facilities are requested to comply with the following hire conditions:

- All venue hire fees to be paid in advance. Bookings will not be confirmed until payment has been received and receipted at the Shire offices. A cleaning/damage bond as included in Council's adopted fees and charges applies for hall hire bookings.
- Sporting Clubs who do not have Public Liability Insurance can apply to the Bridgetown Leisure Centre Manager to operate under a Leisure Centre managed program. Where a Sporting Club applies to hire the Leisure Centre, the final decision will be at the discretion of the CEO (or his/her nominated Officer).
- The Bridgetown Town/Lesser Hall will not be made available for hire for sport or recreation pursuits where these can occur in the Leisure Centre.
- The use of Shire Halls for the retail selling of commercial goods will not be permitted. However the use of Shire Halls for promotion of products and services only shall be permitted.
- Applications for retailing of commercial goods by community/charitable organisations may be permitted subject to Shire approval being granted prior to the event.
- The selling of goods through market stalls organised by community/charitable organisations shall be permitted.
- Compliance with any requirements/conditions listed on the Facility Hire application form. In circumstances where the hirer is required to hold public liability insurance the minimum level of cover is to be \$20 million.

## 2 Applicable Legislation and Documents

<b>Act</b>	s.2.7(2)(b) <i>Local Government Act 1995</i> – The council is to determine the local government's policies
<b>Regulation</b>	N/A
<b>Local Law</b>	Property Local Law
<b>Shire Policies</b>	N/A
<b>Related Documents</b>	N/A

Related Procedure	N/A
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### 3 Administration

Original Adoption Date	27 March 2003
Last Reviewed	30 June 2022
Scheduled Reviewed Date	27 April 2023