



FACILITY AND EQUIPMENT HIRE POLICY

Type:	Corporate Policy		
Owner:	Administration Manager		
Responsible Officer:	Director, Corporate Services		
Approval Date:	1 April 2022	Next Review:	1 April 2023
Records Number:	176890	Council/CEO Decision:	CEO
Legislation Reference:	Not applicable		

1 PURPOSE

Katherine Town Council maintains and manages a variety of facilities available for hire for various purposes. Facilities range from the showgrounds, sporting venues, parks and reserves to halls, meeting and conference facilities and can be hired on a half day, full day, short term seasonal or long-term seasonal basis, in accordance with this policy.

A full list of hireable facilities and the relevant fees and charges can be found in the Katherine Town Council Fees and Charges Schedule available on the website.

2 SCOPE

This policy applies to all hireable facilities of Katherine Town Council, available for hire by not-for-profit, commercial organisations and private individuals, in accordance with the conditions outlined in the Fees and Charges Schedule, updated annually.

3 DEFINITIONS

Commercial means an organisation established to collectively achieve the specific aim of making a profit, such as a business enterprise.

Full day hire means hire for any period exceeding 4 hours and no more than 24 hours.

Half day hire means hire for up to and including any 4-hour period.

Hireable facilities mean all Council building facilities available to the public, parks and reserves, the showgrounds and public sportsgrounds outlined in Appendix 1 of the Fees and Charges Schedule.

Hirer means the group, organisation or individual taking responsibility for hiring the facility and/or equipment, including paying all relevant fees and charges and returning facility/equipment clean and undamaged.

Long term hire means hiring on a yearly calendar basis.

Not-for-profit means an organisation that is not operating for the profit or gain of its individual members. This means that the group operate exclusively for charitable, civil or social purposes and does not share or allocate its

funds or profits to its owners, shareholders or executives. A not-for-profit community group must be incorporated or partner with an incorporated group. It could include, but is not limited to, churches, schools, cultural organisations, neighbourhood associations, sports clubs, service clubs, professional and business associations, and charitable organisations.

Private means an individual who wishes to hire a Council facility for a non-business (private) reason, such as a wedding reception.

Short term hire means hiring for a 10-week period (sporting season). If additional weeks are required a weekly hire cost can be arranged with Council.

4 DETAILS

GENERAL HIRE TERMS

The hire of all facilities through Katherine Town Council will be subject to fees and charges as per the Katherine Town Council's Fees & Charges schedule (available on the website and updated annually). All hirers must complete the Facility Hire Application form and have prior approval from Council before the hire commences. Fee waivers are available and will be determined by the Chief Executive Officer.

Parks and reserves are available to the general public at no charge, but charges do apply for organised events.

Council's requirements for meetings and Council sponsored events will take precedence and, on occasion, a booking may have to be cancelled. If this occurs, Council will negotiate with the hirer to find an alternative venue where possible.

Hire terms are for half day, full day, short term and long term, as outlined in the table below. Short and long term hires are not guaranteed from year to year and will be subject to the application process.

Type of hire	Not-for-profit	Commercial	Private
Half day	✓	✓	✓
Full day	✓	✓	✓
Short term	✓	✗	✗
Long term	✓	✗	✗

Hirers are responsible for any damage that occurs or if the facility is left in an excessively dirty state. All rubbish is to be deposited into bins provided. If the facility is left in an excessively dirty state, the hirer will be notified and given a time limit to remedy the situation. Otherwise, Council will organise the cleaning and the fees incurred in doing so will be taken from the facility deposit. If the cost exceeds the deposit, the hirer will be invoiced for any additional cost to Council.

Any items or equipment used must be returned undamaged and/or to its original position at the completion of the hire/use. Council has a range of equipment for hire, as outlined in the Fees and Charges Schedule. All transportation of the equipment (if necessary) is the responsibility of the hirer.

Hirers are responsible for power and water use at the facilities based on a level of anticipated usage, as outlined in the Fees and Charges Schedule.

FACILITY AND KEY DEPOSITS

Every facility hire will require a deposit to be held by Council until the completion of the hire and all inspections have occurred. Once inspections are completed, the deposit will be returned to the hirer. If in Council's view there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the amount of deposit.

Where indicated in the Fees and Charges schedule, key deposits will be required to complete the hire. Keys are available for collection on the working day prior to the event/hire, unless approved by prior arrangement. Keys are

to be returned at the completion of the hire. If keys are not returned Council will invoice the hirer for the cost of replacement of locks and keys. An additional charge of \$22.00 per key will be levied in addition to keeping the deposit for keys that are not returned at the completion of any hire.

EXERCISE CLASSES IN PUBLIC SPACES

To promote healthy lifestyles and activate community spaces, Council will allow use of identified parks and reserves to commercial operators for the purposes of running personal training and/or group fitness classes. Parks and reserves cannot be hired exclusively as they are public areas. Permit fees are payable on application. Permits are available for three or six months, or annually. Fees are outlined in the Fees and Charges Schedule and updated annually.

Applications will be considered from hirers if they provide proof there are no objections from or on behalf of permanent businesses providing similar services, that the area surrounding the site is kept free of litter and that the permit holder holds current public liability insurance cover. The sites, operating days and times will be approved by the Chief Executive Officer.

PUBLIC LIABILITY INSURANCE

All hirers must provide proof that they hold current public liability insurance cover to indemnify the Northern Territory Government and the Katherine Town Council of any liability which may arise from operations at the hire location. The minimum cover required is \$10,000,000.

BROADCAST EVENTS

Katherine Town Council supports broadcast events in its facilities, on the following conditions:

- The broadcast is content rated P, C, G or PG – no other content ratings will be accepted
- The broadcast is to be in image or video format, such as films, television or livestream
- The hirer is responsible for ensuring all legal, copyright and distribution rules are met
- In public spaces, broadcasts can only be undertaken from sunset until midnight
- The material does not incite violence, harassment, vilification or intimidation and meets reasonable community standards for public broadcast.

The types of events that would be considered broadcast events include live music, film showings and livestream functions or events of a similar nature.

The hirer is required to submit their proposed broadcast images or video (or livestream link) to Council so it can be scheduled for broadcast. External technical assistance from a private provider (Majestix Media) is available through the Council on a cost recovery basis.

EVENTS WITH ALCOHOL

Katherine is subject to strict alcohol management conditions imposed through the *Liquor Act 2019*. The consumption and possession of alcohol in public places is prohibited, and consumption and possession in other places is restricted.

Should the event be open access (ie. all ages), the service of alcohol must not compromise access to the event.

All hirers must ensure they have the appropriate liquor licences and/or permits in place if they intend to supply alcohol, whether free or for sale, at an event. Further information is available on the Northern Territory Government website at <https://nt.gov.au/industry/hospitality>.

Council reserves the right to impose additional conditions, including security arrangements, recovery of cleaning costs and an increased bond if it is deemed necessary by the Chief Executive Officer.

5 ASSOCIATED POLICIES/DOCUMENTS

Fees and Charges schedule – reviewed annually

Facility Hire Application Form

Fee waiver policy

6 REFERENCES AND RELATED LEGISLATION

Liquor Act 2019

Revision History

Version	Approval date	Details of change	Responsible officer
1	April 2022	Created	Dir, Corporate Services