



### 8.4 HALL & EQUIPMENT HIRE POLICY

Distribution:	Elected Members, All Employees, Contractors, Visitors, Volunteers
Responsible Officer:	Chief Executive Officer
Date Adopted:	September 2015 – Version 1 – Resolution 092015.SM
Last Review:	March 2024 – Version 4 – Resolution 032024 767 (Formerly 1.19)

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#### **Purpose**

To provide the framework for the management of Council's Memorial Hall and Pavilion hire program.

To ensure that a range of user groups have fair and equitable access to Council's community facilities.

To provide direction on the use of furniture and equipment.

#### **Scope**

Elected Members, All Employees, Contractors, Visitors, Volunteers

#### **Standard**

1. The Chief Executive Officer is delegated with the authority to deal with and make decisions pertaining to special requests and those uses which are not explicitly covered in this policy.

A bond will be charged for all users of the facility.

2. Damage & Cleaning:

- i. Any damage to or loss of equipment, or cleaning required, will be charged to the Hirer as per the current replacement or repair cost of equipment;
- ii. Any damage to the buildings, including fittings, chattels, curtains, furniture and surrounds will be charged to the Hirer as per the replacement or repair cost of that item;
- iii. the hirer agrees to allow free admission to legitimate attendant carers of persons with a significant permanent disability who are holders of a Companion Card and who, without such carer support, would be unable to attend community venues and activities.

3. It is the policy of Council that furniture and equipment purchased for the Goomalling Memorial Hall and Sports Pavilion is available for private or party hire.



# POLICY MANUAL

## COMMUNITY & ECONOMIC

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Large round tables are only available for hire in Council owned facilities and is to be authorized by Chief Executive Officer.

### **Roles and Responsibilities**

#### **Elected Members**

- Annual review of policy

#### **Executive Management**

- Ensure compliance with the policy

#### **Legislation**

*Nil*

#### **Resource Documents**

Shire of Goomalling Community Plan

#### **Local Law**

Nil

#### **Delegation**

Not Applicable