

Policy Document

Streaky Bay Institute and Supper Room Hire Policy

Policy No: DCSB-PM-16.01	Version No: 4.0	Administered by: Manager, Corporate Services
Approved by: Council	Approved on: 17 August 2017	Agenda Item/Minute Book No or Approval Ref: 236/17
Last Reviewed: 2017	Review Date 2020	File No: F16/820
Classification: Property Management		
Strategic Plan link: Strategy 1.1.7 Section 90(8a) & (8b) of the <i>Local Government Act 1999</i>		
References and related Policies & Procedures: <i>Public & Environmental Health Act 1987</i> <i>Liquor Licensing Act 1997</i> <i>Work Health & Safety Act 2012</i> <i>Environment Protection Act 1993</i>		

1. Introduction

The Streaky Bay Institute [“Institute”] and Supper Room is a Council owned facility available for hire and use by community groups and individuals. It is intended that this policy will ensure appropriate usage and long term availability of a valuable Council asset.

2. Policy Objectives

To provide direction to Council staff and the general public on the use and hire of the Institute and Supper Room including any equipment contained therein.

3. Policy Statements

- 3.1 Use of the Institute and/or Supper Room requires agreement by the hirer to comply with the Terms and Conditions of Hire, payment by the hirer of the required fees and the approval of Council Administration. Failure to comply with the Terms and Conditions of hire will impact future ability to hire the Institute and Supper Room.
- 3.2 The Institute and Supper Room are available for hire by individuals, businesses, community groups and other government agencies.

- 3.3** The Institute and Supper Room may be used for the holding of private functions, community-based activities, large functions, special events, meetings and business activities.
- 3.4** Fees will be charged as listed in the current financial year 'Fees & Charges' as adopted by Council.
- 3.5** The Chief Executive Officer has authority to approve a reduction or waiver of fees for charitable and not-for-profit organisations. Requests for fee reduction or waiver by other individuals, groups, businesses or government agencies must be made in writing, addressed to District Council of Streaky Bay and received no later than 30 days prior to the booking period in question for it to be considered by the elected body.
- 3.6** Council reserves the right to cancel a booking if the facility is required for an official function approved by Council. Every effort will be made to ensure that you have sufficient notification to make alternative arrangements should this occur.

4 REFERENCES

AS3760 - In service safety inspection and testing of electrical equipment
Environment Protection (Noise) Policy 2007

5 FORMS & DOCUMENTS

DCSB-16-Form 14 Streaky Bay Institute Hall & Supper Room Booking Form;
DCSB-16-Form 01 Streaky Bay Institute Hall & Supper Room WHS Inspection Audit;
DCSB-16-Form 15 Streaky Bay Institute Hall & Supper Room Refund of Bond Fee