

Use of Civic Centre – Function Rooms and Public Areas

Policy Owner: Communications and Events
Contact Person: Manager, Communications and Events
Date of Approval: 5 May 2010 – CS05-05/10

OBJECTIVE

The purpose of this policy is to determine costs and use of function rooms and public areas within the Civic Centre, for groups other than council administration and elected members.

STATEMENT

The City recognises that the Civic Centre provides a range of function rooms, which can be made available for use by community groups and commercial organisations.

The following areas within the Civic Centre will be made available.

Banksia Room –Full and Half
Jacaranda Court
Council Chamber*

*The Council Chamber is available for use by application to the CEO only.

See **Schedule 1** attached for fees and charges. These charges may be varied by negotiation on the authority of the Chief Executive Officer in accordance with the requirements of S 6.12 (b) as delegated to the CEO.

Processes to implement the hiring and booking of these areas will be developed by the Chief Executive Officer.

SCOPE

This policy applies to external stakeholders who wish to hire one of the City's function rooms. These stakeholders include:

- Government departments
- Community groups
- Businesses and organisations
- Residents and community members

BACKGROUND

Since the City's current Civic Centre first opened in 2001, Administration has had regard for this policy when hiring out function rooms to the community.

It determines which rooms are suitable to be hired and also a modest schedule of fees and charges, which cover its cleaning and maintenance.

CONSULTATION WITH STAKEHOLDERS

As part of this policy, the following stakeholders need to be consulted:

- Director Community Development
- Manager Communications and Events
- Civic and Hospitality Officer

IMPLICATIONS (FINANCIAL, HUMAN RESOURCES)

Exempt List – Room Hire Fees Only:

Certain organisations may be deemed exempt from paying meeting room fees. Organisations will *be approved by the CEO under delegated authority and be recorded on the exempt list, which will be reviewed every 12 months.*

Bookings

The Chief Executive Officer has the right to refuse any booking. The decision of the Chief Executive Officer is final.

Schedule of Fees and Charges

Room / Area	Category	Hourly Rate	1/2 Day Rate	Full Day Rate	Night Rate	Day & Night Rate	Weekend Rate	Bond
Banksia Room – Full	Commercial	\$66.00	\$220.00	\$440.00	\$440.00	\$660.00	\$660.00	\$330.00
	Community	\$33.00	\$110.00	\$220.00	\$220.00	\$330.00	\$330.00	\$330.00
Banksia Room -1/2	Commercial	\$44.00	\$150.00	\$330.00	\$330.00	\$440.00	\$440.00	\$330.00
	Community	\$22.00	\$73.00	\$165.00	\$165.00	\$220.00	\$220.00	\$330.00
Council Chamber	Commercial	N/A	\$220.00	\$440.00	\$440.00	\$660.00		\$330.00
	Community	N/A	\$110.00	\$220.00	\$220.00	\$330.00		\$330.00
Jacaranda Court	Commercial	N/A	\$220.00	\$440.00	\$495.00	\$660.00	\$660.00	\$330.00
	Community	N/A	\$110.00	\$220.00	\$220.00	\$330.00	\$330.00	\$330.00

Note that all prices quoted in the table above include GST.

Definition of Times

Hourly: Any hour between 8.30am – 4.30pm (*Monday – Friday*)

1/2 Day: 8.30am - 12.30pm or 12.30pm - 4.30pm (*Monday - Friday*)

Full Day: 8.30am - 4.30pm (*Monday - Friday*)

Night: 4.30pm – 11.00pm (*Monday - Friday*)

Day & Night: 8.30am – 11.00pm (*Monday - Friday*)

Weekend: 8.30am – 12.00pm – (*Saturday or Sunday*)

Tea and Coffee Facilities

A fee of \$2.50 per person will apply if tea and coffee is requested. Standard facilities include disposable cups, urn, tea, coffee, sugar and milk. Tea and coffee is on a self-service basis.

Dance Floor

\$165.00 hire fee includes installation and removal.

Non-return of furniture as per hire policy, incurs a penalty fee of \$90 per hour.

IMPLEMENTATION

The implementation of this policy is by the Civic and Hospitality Assistant and the Civic and Hospitality Officer.

Anyone wishing to hire a function room or public area within the City's Civic Centre must complete a 'Facility Hire' form as well as pay a bond.

ROLES AND RESPONSIBILITIES

The City's Communications and Events team is responsible for implementation of all elements of this policy.

Roles and responsibilities include calling for nominations, promotion through the media, call for expressions of interest for the members of the judging panel, compiling nominations, scheduling judging panel meetings, organising awards and inviting nominees and nominators to the presentation event.

WHO NEEDS TO KNOW ABOUT THIS POLICY?

- CEO
- Mayor
- Elected Members
- Director Community Development
- Director City Businesses
- Director Corporate Strategy and Performance
- Manager Communications and Events
- Manager City Business

EVALUATION AND REVIEW PROVISIONS

The effectiveness of this policy will be measured by using the following key performance indicators:

- Number of rooms hired annually
- Revenue raised from hire of facilities
- Rates of facility hire compared to other local providers (competitive)

DEFINITIONS

DEFINITIONS: Any definitions listed in the following table apply to this document only.

Community Group	A body incorporated under the Associations Incorporation's Act 1987 whose objects are compatible with the City of Wanneroo strategic direction
Commercial	Any other company or business, including government departments, statutory authorities or quasi-autonomous non-government agencies. (quangos)

REFERENCES

Nil

RESPONSIBILITY FOR IMPLEMENTATION

Civic and Hospitality Officer

Version	Next Review	Record No:
20 March 2001		
23 September 2003 (CE03-09/03)	July 2006	892667
May 2010 – CS05-05/10	March 2012	TRIM: 10/1102

Attachment 1 – Conditions of Hire

**CONDITIONS OF HIRE –
ALL BOOKINGS ARE CONFIRMD IN
WRITING BY THE CITY OF WANNEROO**

Bookings

Bookings will be managed by the Civic and Hospitality Officer and arrangement for room access must be made with the Civic and Hospitality Officer 14 days prior to the booking. A party for whom a booking has been rejected may appeal to the Chief Executive Officer whose decision is final.

The CEO reserves the right to reject bookings.

Bond and Room Hire Fees

To make an advance booking, a bond of \$300.00 must be paid within 14 days of the initial enquiry. No tentative bookings will be made without a bond. The room hire fee must be paid in full at least 28 days prior to the event date. Bookings will be confirmed in writing once all fees have been paid.

Hirers may make application for the refund of bonds by contacting the Civic and Hospitality Officer.

Equipment

Standard equipment will be provided in each room, as part of the room hire fee. Standard equipment includes; white board,; projector screen, tables and chairs.

Any additional equipment is the responsibility of the hirer.

Room Set Up

Room hire fee does not include the provision of a staff member. The hirer is responsible for setting up the room as required. In the Banksia Room, all furniture must be returned to the storeroom at the completion of the event.

Decorations including string, pins, blue tack are not permitted to be used on the building walls, furniture etc.

The use of smoke machines, open flame and candles are also not permitted.

Dance Floor

An additional cost of \$150.00 will be charged for use of the dance floor to cover costs of installation, dismantling and cleaning.

Tea and Coffee

Where the provision of tea and coffee is requested, a charge of \$2.00 per person will apply. Standard Facilities include; disposable cups, urn, tea, coffee, sugar and milk.

Catering

Where catering is required, arrangements must be made in consultation with the Civic and Hospitality Officer. Only caterers detailed on the City's Function Centre – Authorised Caterers List are authorised to provide catering services in the Banksia Function Centre, unless approved otherwise by the CEO. The City will take no responsibility for the provision of food or its delivery, preparation or presentation.

Alcohol

Alcohol may be consumed in the Banksia Rooms. If alcohol is to be consumed it must be provided by the selected Caterer who will be required to provide / obtain the appropriate liquor licence. The sale of alcohol is not permitted.

Smoking

The Civic Centre is a non-smoking facility.

Cleaning

The premises must be left in a clean and tidy condition. All equipment must be stored correctly and rubbish/work items removed.

Caterers are required to comply with provisions of their contract.

Council Chamber

Mayoral approval is needed to book Council Chamber. Applications must be addressed to the Office of Mayor.

Cancellation

The City must receive booking cancellations at least 14 days prior to the date of booking.

Cancellations made 15 – 28 days prior to the booked date, will receive a full refund of fees and bond paid.

Cancellations made 0 – 14 days prior to the booked date, will receive no refund.

The City reserves the right to cancel any permanent or casual booking. The City will give written notice of cancellation at least 28 days prior to the date of the function or event. The full payment will be refunded.

Indemnity

The Hirer shall indemnify and keep indemnified the City against any loss or damage and against all claims, demands, proceedings, costs, charges and expenses whatsoever, arising out of any negligent act or omission, or its employees, agents or sub contractors or of any default of the caterer.

Security

The City shall not be liable for any damage to or loss of any of the hirers' plant, equipment, vehicles, machinery or other property whatsoever, which is used in the performance of room hire or which is present at the City's Function Room site irrespective of how that damage or loss may occur.

Access

No keys or swipe cards will be issued to any user. The Hirer must arrange entry with the Civic and Hospitality Officer. When the function is finished, the hirer must lock all doors and call the City of Wanneroo After Hours Service on 1300 138 393 to secure the building.

Damage to City's Property

The Hirer shall be liable for any damage to or loss of any of the City's plant, equipment, machinery or other property whatsoever which is used in the performance of hire or which is present at the City's Function Room site irrespective of how that damage or loss may occur.

Function Centre – Authorised Caterers List

Acclaimed Catering: Mike Cox
Phone: (08) 9249 6557

Cherry's Catering: Erin Appleby
Phone: (08) 9248 5336

I have read and agree to abide by the conditions

Name (please print)

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Signed

Dated