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# City of Port Phillip Town Halls Hire Policy 2004-2007

**ADOPTED BY:** *Council*

**DATE ADOPTED/AMENDED:** *22 March 2004*

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## 1. PURPOSE OF POLICY

- 1.1. The purpose of the Town Hall Hire Policy is to clarify the priority of access to the St Kilda, South Melbourne and Port Melbourne Town Halls in their capacity as venues for hire and to ensure that all hirers comply with associated legal and council requirements
- 1.2. The intent of this policy is to reinforce the civic and community focus of council's town halls and associated meeting rooms.

## 2. RELATED POLICY

- 2.1 The Town Hall Hire Policy is linked to the Civic Recognition and Support Strategy and the Town Hall Hire Subsidy Scheme.

## 3. POLICY DETAILS

### 3.1 PRIORITY OF ACCESS

- 3.1.1 Priority 1 is the organisation in the execution of the day-to-day business of council including council meetings, organisational meetings and staff training.
- 3.1.2 Priority 2 is community organisations that are incorporated, not for profit and whose purpose is predominantly the benefit of the Port Phillip Community and that enhance their quality of life. These organisations are also eligible to participate in the Town Hall Hire Subsidy Scheme where council provides a 50% rebate of hire fees to them
- 3.1.3 Priority 3 is commercial hire activities. These activities shall be compatible with the venue and will comply with all requirements placed upon them within the Town Hall Hire Agreement.

### 3.2 FEES AND CHARGES

- 3.2.2 Fees and charges are based on the space utilised, the services required, and hours of support necessary. They also include ancillary services such as security. Fees are reviewed annually as part of council's annual budget process.
- 3.2.3 Deposits and bonds are also required from commercial hirers; these are refundable except where payment is required to meet damage or other charges associated with the hirer's use of the venue.
- 3.2.4 Fees charged to community groups may be subsidised through the Town Hall Hire Subsidy Scheme with the assessment of the group's status, amount of subsidy to be provided and number of hires subsidised being carried out through the Community and Cultural Vitality Division of council.

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### **3.3 COMPLIANCE WITH RELEVANT LEGISLATION**

- 3.3.1 All Hirers must, in respect of hiring a Facility or holding a function, comply with all Acts and Regulations of the Commonwealth of Australia or State of Victoria, including the Health Act, Food Act, Local Government Act and the Liquor Control Act.
- 3.3.2 All hirers will comply with the provisions of the City of Port Phillip Community Amenity Local Law No 3 particularly those sections relating to advertising on public land.
- 3.3.3 All hirers will comply with the provisions of Community Amenity Local Law No 7 where this relates to the placement of advertising signs on the footpath or other designated areas.
- 3.3.4 All hirers will conduct their functions so as to ensure that any escape of noise from the premises does not disturb the peace and quiet of the neighbourhood and will comply with the requirements of the State Environment Protection Legislation 1989 referred to as SEPP N2 as this applies to escape of noise from public premises.

### **4. PERFORMANCE AND REVIEW**

- 4.1 This policy will have succeeded if/when all hirers of the Town Halls are aware of the policy and comply with its requirements.
- 4.2 Measureables (KPIs) – The major users of the Town Halls are civic and community based with commercial hire representing the lowest percentage of overall hire.

### **5. RESPONSIBILITY**

- 5.1 Responsible Manager – Manager Service Access and Performance
- 5.2 Responsible Branch - Coordinator, Facilities and Events Unit and all FEU staff members

### **6. SUNSET**

- 6.1 This policy to be reviewed in 2007 in the context of Council's Long Term Accommodation Strategy.