



Rules Applying To The Schedule Of Charges For Community Facilities 2019/2020

Price inclusive of GST where applicable

SCHEDULE OF FEES AND CHARGES

CATEGORIES

Functions

Functions consist of events such as: parties, quiz nights, fundraisers, weddings, celebrations, performances, shows, etc.

Commercial Rate

Commercial rates apply to organisations or individuals that do not qualify for Community Group or Community Group Annual Event rates.

Community Group Rate

Community Group rates apply to incorporate not for profit organisations where the fees charged are to recoup costs incurred. This charge applies to Service Clubs, Schools, Scouts, Guides, Church Groups, Charitable Organisations, etc.

Community Group Annual Events

Community Groups which hold an annual community event will be charged the Community Group Rate where possible (i.e. no alcohol involved) and a bond will apply. This applies for events such as Arts & Crafts & Woodturners Exhibitions, local Festivals (i.e. Harvest & Zig Zag Festivals), Wine Shows and Fundraising Concerts. If alcohol is being consumed then the relevant fees will apply.

Note:

Local Schools and Local Seniors Groups will receive a 50% discount. (This does not apply to Liquor Permit, Bonds, Cleaning or Security Callout Fees). For discount to apply to seniors groups, the activity must be exclusively for seniors.

Local Schools within the City of Kalamunda

J Carmel Adventist College	J Kalamunda Senior High School
J Carmel Adventist Primary School	J Lesmurdie Primary School
J Dawson Park Primary School	J Lesmurdie Senior High School
J Darling Range Sports College	J Maida Vale Primary School
J Edney Primary School	J Mary's Mount Primary School
J Falls Road Primary School	J Matthew Gibney Primary School
J Forrestfield Primary School	J Mazonod College
J Gooseberry Hill Primary School	J Pickering Brook Primary School
J Heritage College	J Spring Road Community Kindy
J High Wycombe Primary School	J St Brigid's College
J Hillside Christian College	J Walliston Primary School
J Kalamunda Christian School	J Wattle Grove Primary School
J Kalamunda Primary School	J Woodlupine Primary School

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FREE USAGE AND EXEMPTION FROM HIRE FEES

1. All users of Council facilities will be charged the standard rate of hire set by Council. Groups or individuals seeking a variation to these rates should apply in writing to Council for a donation to offset this fee or an exemption.
2. The following organisations are exempt from hire fees:
 - J Advisory/Management Committees - various venues for routine meetings. (Note: sub committees appointed by Management/Advisory Committees do not share automatic entitlements for a meeting venue)
 - J Agricultural Society - Agricultural Hall and Kostera Oval for the Annual Show and flower exhibition
 - J Blood donor clinics - various venues Progress/Residents' Associations monthly meeting - various venues
 - J Carers of people with disability admitted free of charge upon presentation of a Companion Card
 - J Forresterfield Community Bank - monthly meeting approximately one hour - Woodlupine Community Centre
 - J Heritage Rose Group - Falls Farm
 - J High Wycombe Leisure Group - Cyril Road Hall
 - J Kalamunda Fire Brigade
 - J Local schools - use of reserves during school hours (subject to availability and durability of any reserve)
 - J Podiatrist (Catherine Bradock) - various venues
 - J RSL - Anzac Day use of Agricultural Hall
 - J Seniors Coffee Lounge - Woodlupine Community Centre Office
 - J Senior Computer Classes - Jack Healey Centre & Woodlupine Family Centre - utility rooms
 - J Seniors Tai Chi - Woodlupine Community Centre
 - J Weddings - Stirk Park - Administration Gardens
 - J Woodlupine Family Centre - GROW
 - J Zig Zag Community Arts - Headingly Road House
 - J Jack Healey Centre - Hair Dresser
 - J Anderson Road Centre - Foothills Mens Shed
 - J Jack Healey Centre - Seniors Canasta Club
 - J Anderson Road Centre - Uthando Project INC
 - J Friends of Upper Lesmurdie Falls Inc.
3. Each acknowledged Elector or Resident Group, operating on a regular basis, shall be permitted the free use of a Council facility for the purpose of conducting ordinary meetings of which due notice has been given. Free use does not include usage of the Council Administration Building.
4. The Returned Services League (RSL) will have priority of usage of the Kalamunda Hall and memorial area for Anzac Day activities.

USE OF CITY FACILITIES - Priority of Use & Procedures

Conditions of Hire, City Facilities states:

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2019/20

"The City cannot offer exclusive use of facilities to any one group or individual and may on occasion allow usage of a facility by other community groups, individuals or the City itself. In the event of this happening, hirers will be given adequate notice and if practical, another facility made available".

Permanent Users of City facilities are defined as those who have a regular booking at a City Facility, be it on a daily, weekly, fortnightly, monthly or bi-monthly basis. These users will have priority over their regular timeslot and are not to be relocated or have a session cancelled for the purpose of a function or another casual user. The exceptions to this rule are in the case of the following:

- J City run, or one-off large community events/activities
- J Kalamunda Agricultural Show and Spring Flower Show (Kalamunda Agricultural Hall and Performing Arts Centre)
- J ANZAC Day usage of Kalamunda Agricultural Hall
- J Prior agreement from the permanent user has been obtained
- J In all other instances for a permanent user to be relocated from their regular time slot, prior approval must firstly be obtained from the City.

Procedure for Bookings of Community Group Annual Events

Throughout the year local community groups run various community based events. These events are charged at a discounted rate and include such events as:

- J Art & Craft & Woodturners Exhibitions
- J Zig Zag Festival
- J Perth Hills Wine Show
- J Fundraising Concerts

These bookings are generally held once a year at the same time and where possible every effort must be made to accommodate their booking, bearing in mind that the Kalamunda Agricultural Society, Returned Services League and Kalamunda Senior High School have priority over bookings at the Kalamunda Performing Arts Centre and Kalamunda Agricultural Hall.

Retainer Fee

To prevent double bookings, users cannot have a gap in their booking. If equipment is set up in a facility but not being utilised, it is considered that the facility is still being used and no one else can use it. The user will be charged from the start of their booking until the end of their booking. If equipment is set up over night, the user will be charged until 10.00pm and again from 8.30am the following morning.

Cancellation Fees

If a booking is cancelled within 14 days of the booking, 50% of the hire fee is retained as a cancellation fee.

The above rule applies to all facilities bookings unless specified differently in the terms and conditions of the facilities booking form.

Payments

All payments are required 4 weeks prior to the commencement of the booking. The full bond/payment is required to confirm the booking.

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