



## Richmond Room Hiring Conditions

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**9.4 Policy (Review) - Richmond Room Hiring Conditions.DOC**

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**OBJECTIVE**

To provide clear guidelines for the management of the Richmond Room.

**BACKGROUND**

The Richmond Room, Ballina is a community facility that Council wishes to see actively used by the community. It is essential that Council generate income from the facility where possible, however at the same time Council also wishes to encourage use of the facility by community groups and individuals.

The policy that follows provides guidelines to ensure there is a balance of commercial and community use of the facility.

**POLICY**

The following guidelines will oversee the management of the Richmond Room:

Commercial users and private functions

Full fees will apply as per Council's schedule of fees and charges.

**Not-for-profit community group activities for which a participation, entry fee or membership is charged**

Hirers will be charged 50% of the adopted hiring fees, plus 100% of the cleaning costs.

**Not-for-profit community group activities for which no participation, entry fee or membership is charged**

Users will not be charged a hiring fee subject to the following conditions. If a fee paying booking is taken for the same time and date, that booking will take priority, subject to the not-for-profit community group having the option of paying a 50% hire fee.

Council will ensure that a minimum of 14 days notice is provided in the case of a duplicate booking. This will allow the community group time to consider paying the 50% hiring fee and to notify their members, if the regular booking is to be cancelled.

The community group must advise Council at least 10 days before the booking date of their intentions. Failure to notify Council will result in the fee paying booking having priority.

Where a duplicate fee pay booking is requested and there is less than 14 days to the community group booking, the community group booking will prevail.

The community groups will remain responsible for 100% of the cleaning costs.