

Venue Hire Fees and Charges Council Policy

Responsible directorate: Corporate Services

Objective: To provide guidance on determining the fees and charges for the hire of City-managed venues.

1. Application:

This Policy shall apply to all groups and individuals hiring City-managed venues, excluding venues contained within the City of Joondalup Leisure Centres — Craigie.

2. Definitions:

“Category A user” means an organisation, group or individual hiring a venue as part of a business, for business purposes, and/or for financial benefit; or a charity, incorporated association, community group, government department / agency or educational provider with annual gross revenue of more than \$10 million, occupying the premises for non-commercial purposes.

“Category B user” means a charity, an incorporated association or a community group, government department / agency or educational provider with an annual gross revenue of less than \$10 million and more than \$3 million, occupying the premises for non-commercial purposes.

“Category C user” means a charity, an incorporated association or a community group with annual revenue of less than \$3 million, or an individual hiring a venue for non-commercial purposes.

“educational provider” means a primary or secondary school, a tertiary institution or a registered training organisation.

“incorporated association” means a non-commercial organisation which is incorporated under the *Associations Incorporation Act 2015* (WA) or equivalent legislation from other states and territories.

“charity” means an organisation which is licensed under the *Charitable Collections Act 1946* (WA) or registered under the *Charities Act 2013* (Cth) and collects money or goods from the public for charitable purposes.

“financial hardship” means a temporary situation affecting a hirer where that hirer is willing, but unable to meet their payment obligations due to an unforeseen circumstance.

“financial records” means records pertaining to the management of the affairs of an incorporated association which are required under the *Associations Incorporation Act 2015* (WA).

“venue” means a City-owned or -managed property, part-property, facility or infrastructure which attracts a specific hire charge as per the City’s Schedule of Fees and Charges (e.g. parks, gardens, sports fields, courts, rooms in community halls, clubrooms etc.).

3. Statement:

The City of Joondalup is committed to ensuring fees and charges for venue hire are set in a fair and equitable way that reflect the actual cost of operations and encourage maximum community usage. The City also acknowledges that its venues are primarily hired by non-commercial users and that many of these users play an important role in combating social exclusion and enhancing the economic, social and environmental wellbeing of the community. In recognition of this, the City will offer discounted fees and charges for City-managed venues to non-commercial users.

4. Details:

4.1. Fees and charges for venue hire:

- a. Fees and charges for venue hire will be set annually based on a cost contribution model and will be published in the City’s Schedule of Fees and Charges.
- b. Fees and charges for venue hire will be set at three different rates:
 - i. Category A rate — 500% of average hourly operating costs.
 - ii. Category B rate — 100% of average hourly operating costs.
 - iii. Category C rate — 25% of average hourly operating costs.
- c. Fees and charges for venue hire will be applicable for use of venues where a booking has not been made.
- d. The City reserves the right that if a group is booking a facility at a Category C rate and it is not being utilised it may charge that group for the unutilised booking of that facility at the Category B rate.

4.2. Waiving of fees and charges:

- a. Category B and C users may request a waiver of fees and charges if:
 - i. they are an incorporated association and/or a charity;

AND

 - ii. they can demonstrate they are experiencing financial hardship and can substantiate this through the provision of appropriate financial records.

- b. Waivers will only be valid for the specific booking or booking period approved.
- c. All waiver recipients will be subject to terms and conditions as determined by the City.
- d. Once a decision has been made on whether to grant a waiver, that decision is final and will only be subject to further administrative review if new information is presented to the City.

4.3. Recognition of the City's cost contribution to fees and charges for venue hire:

Category C users that have a regular or seasonal booking are required to acknowledge the City's cost contribution to fees and charges for venue hire.

4.4. Reporting to the community:

The City has a responsibility to all ratepayers to clearly identify the actual cost involved in waiving venue hire fees and charges. As such, the full details and cost of all waivers will be reported to the community on an annual basis in the City of Joondalup Annual Report.

Creation date:	October 2007 (CJ207-10/07)
Formerly:	<ul style="list-style-type: none">• Hire of Community Facilities and Venues Policy• Setting Fees and Charges Policy• Facility Hire Subsidy Policy
Amendments:	CJ207-10/07, CJ225-10/09, CJ234-11/12, CJ243-12/14, CJ139-08/22, CJ067-05/23
Last reviewed:	March 2025 (CJ064-03/25)
Related documentation:	<ul style="list-style-type: none">• Property Management Framework• Schedule of Fees and Charges
File reference:	101271