

Venue Hire Fees and Charges Policy

Reducing your booking costs

The Venue Hire Fees and Charges Policy will change the way the City charges for the hire of City venues, effective 1 January 2024. Here are five simple ways to reduce additional venue costs for your organisation.

1. Cancel bookings you don't require.

An easy first step is to remove any bookings that you don't need. This may include bookings during school and public holidays, cancellations due to weather or illness, or simply a change in plans.

You can submit booking cancellations via Bookings Manager but only prior to the booking date - bookings cannot be cancelled retrospectively.

2. Establish a process for cancellations.

You may wish to consider putting in place a process for your coaches, facilitators or group leaders to notify your organisation's booking contact in advance if they need to cancel their session.

Having clear communication within your organisation can reduce the likelihood you will pay for a venue that you don't use.

3. Review your venue usage.

You may also wish to think about how you use your venues. Is it possible to consolidate bookings at multiple venues or times into a single booking? Do you often finish your booking early? Would a smaller venue be more appropriate for your activity?

Reviewing your activity and adjusting your bookings can reduce your booking costs.

4. Turn off floodlights.

Organisations will be charged for the use of SMS operated floodlights at active parks. These floodlights will be available for the duration of your booking, but you will only be charged for the time they are actually used.

If you finish your booking early, make sure to turn the floodlights off when you leave. Floodlights that are not on the SMS system will not be charged for floodlighting.

5. Spring clean your storerooms.

An annual fee will apply for use of storerooms and storage cages at City venues. You may find you can reduce your storage needs by disposing of any unwanted items.

The City can assist with additional bins, or you may be able to recycle or rehome items in good condition via Fair Game or charity donation bins.

For more information call the Community Venues Bookings Office on **9400 4268** or email community.facilities@joondalup.wa.gov.au