



Venue Hire Policy

Policy owner:	Community Association DP270347
Approved by:	CA Executive
Date of approval:	22 April, 2022
Policy category:	Operational Policy
Review date:	12 months from approval date

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Purpose

This Policy aims at establishing a framework for the allocation and management of the Breakfast Point venues to support their efficient and effective usage and to ensure that the intent of the facilities for the community of Breakfast Point is maintained.

Policy Objectives

- Ensure the Venues are utilised in line with relevant planning approvals and consent.
- Establish the principles that will guide the management of use of the Community Hall and Meeting Rooms.
- Establish a management model that defines the criteria, which must be met to make a booking for the use of the Community Hall or Meeting Rooms.
- Establish the protocols for accepting and assessing applications and applying fees to ensure the facilities are available and being used to the benefit of the Breakfast Point Community.
- Establish conditions of hire.
- To ensure that all venues are hired to both residents and non-residents without favour or bias

Scope

Community Association DP 270347 offers venues, activities and commercial space for rent or hire for a specific time or period. The purpose of this policy is to identify these venues, commercial spaces or activities and outline their terms of use. Venue hire fees are reviewed annually.

Principles

The principles stated below will guide all practices associated with the management of the Community Hall and Meeting Rooms.

- 1) Primary purpose is to enable social opportunities for the residents of the Breakfast Point community.
- 2) Bookings can be made by Breakfast Point residents for approved booking types.
- 3) Bookings made by non-Breakfast Point residents must be primarily for the participation by residents of Breakfast Point and enable social exchange.
- 4) All bookings must provide a direct or indirect benefit to the Breakfast Point community.

Conditions/Criteria of hire

- 1) The proposed use of the facility supports the stated principles of this policy

- 2) Annual bookings are based on the Community Association financial year. Financial year runs 1 September to 31 August. Bookings open the first week of August and close the second Friday in August.
- 3) Regular/Annual bookings cannot exceed the duration of the financial year.
- 4) Casual bookings may be made up to 12 months in advance from the date of enquiry.
- 5) The relevant fees and charges will be charged based on the user category.
- 6) The proposed use of the facility must comply with the Booking terms and conditions.
- 7) Under the definitions specified in this Policy, groups claiming to be a Community or Not for Profit Organisation, will be required to provide a copy of their certificate of incorporation or a copy of their Australian Charity or Not for Profit Commission registration.
- 8) Resident status and predominant resident membership/attendance compliance will be periodically checked.
- 9) The applicant must not have been a "poor public citizen" as defined in this Policy, that is subject to regular complaints.
- 10) All fee-paying bookings at Breakfast Point are prepaid and security bonds will be required in some instances. The security or cleaning bond will be refunded after the event if cleaning is to the standard required and there is no damage or breach of terms and conditions
- 11) Smoking is not permitted at any community venue under the Smoke Free Environment Act 2000.
- 12) Bookings can only be made by the user types listed under "Definitions" in this document.

General Manager's Discretionary Approval

Security

To ascertain if an event held at a community venue poses a noise or possible anti-social behavioural risk, management will assess the security risk considering the style of the function or event and capacities. The General Manager or delegate has discretionary power to request a security guard be required for a function or an event as a condition of hire.

Cleaning

A cleaning fee will be charged for all commercial bookings in all venues. A cleaning fee may apply to community groups depending on the size and type of group and nature of function. The General

Manager or delegate has discretionary power to waive the cleaning fee for community bookings in the Admin Building, Silkstone Park and Community Barbeques.

Consumption of Alcohol in Venues

Alcohol may only be consumed at the Admin Building, BBQ Area and Community Hall under the following conditions:

- A Waiver Form is to be signed waiving CA responsibility for any issues arising and making the nominated organiser the responsible person who must be present for the entire event.
- An application for a booking is to be made at least 6 weeks in advance of the planned activity.
- Alcohol is not sold or provided to persons under the age of 18 and there is no entrance fee or fund-raising activity involved with the activity.
- The BPCA Chair will decide whether the proposed activity is eligible to be held in the Admin Building or some other community asset.

An asset location test consisting of the following will be used:

- 1) The Club is not available or is not suitable.
- 2) The Community Hall is not available or is not suitable.
- 3) The request does not fit the definition of an activity and is designated as being a function

Alcohol can be available for personal consumption at Strata Meetings provided the alcohol is not sold and is supplied by the Strata or individual members of the Strata.

If an event organiser is proposing to sell Alcohol, a liquor licence is required covering the sale of alcohol at the venue booked.

Grievance Process

In the event of a dispute or Community Association DP 270347 failing to provide agreed venue or services, the hirer should contact the Club Operations Manager events@breakfastpointcountryclub.com.au and outline their issue as soon as possible. If a refund or other financial compensation is deemed necessary, the General Manager will discuss the matter with the Chair of the Club sub-Committee. The Operations Manager will contact the hirer with a decision within seven days.

Policy Review

Compliance, monitoring and review

An annual review will be undertaken of the following;

- The Policy
- Conditions of Hire for all Venues
- Schedule of Fees and Charges

Definitions

Hirer types

Ad-hoc Breakfast Point Residential Group - Residents who are not governed by a charter or rules and have no elected office bearers and predominantly residents of Breakfast Point. An example of an ad-hoc group would be a knitting group of BP residents.

Breakfast Point Special Interest Group - A group composed of predominantly residents of Breakfast Point who reside in DP 270347 and are governed by a charter or rules. An example would be Probus Club of Breakfast Point, BP Men's Shed or Rotary Club of Breakfast Point.

Commercial Tenant – An ABN business entering a commercial leasing arrangement for a room, area or building in the DP270347 precinct.

Community Interest Group – A group or business that requires a venue to collect or disseminate information specifically to Breakfast Point residents and are endorsed by the CA Executive. An example of a community interest booking would be a major telecommunications company undergoing a hardware roll-out in Breakfast Point.

Community Organisation – refers to an incorporated organisation that has a charitable status and principally provides community services. Organisations claiming to be a Community Organisation or Not for Profit, will be required to provide proof of such through the provision of either a copy of their certificate of incorporation or a copy of their Australian Charity or Not for Profit Commission registration.

Commercial Activity - An external provider who charges a fee for commercial gain and holds classes for the benefit of DP 270347 residents. The number of residents participating must be at least 70% to entitle the provider to a discounted rate.

Individual – refers to a person or group of people that are not operating as a community group or any other type of organisation. The individual must be a Breakfast Point resident.

Residents of DP 270347 + Financial Club members from the original communities – Residents and financial members of the Club from the original communities are entitled to a discount on room hire when hiring the City View Room and Bayview Room for a private event. Only residents of DP 270347 are entitled to a discount when hiring the Community Hall and meeting rooms in the Admin

Building. Bookings are not transferable and the resident making the booking must be present for the duration of the event.

Strata and Precinct Title - Members of the strata and precinct executives who are elected by the residents of their individual building or lot of strata plan DP 270347.

Other Definitions

Administration Building Meeting Rooms – refers to the meeting rooms in what is known as the Administration Building, located on Magnolia Drive, Breakfast Point

Barbeque Area – BBQ area located on the Village Green

Breakfast Point Country Club – refers to the Bayview and City View Rooms as well as the external Gazebo's

Breakfast Point Community Association – entity responsible for the management of the venue's

Community Hall – refers to the Community Association owned hall located on Village Drive, Breakfast Point

Function – A formal event, social gathering, or ceremony.

Fees and Charges Schedule – refers to the fees and charges and their specific criteria that all users hiring Breakfast Point venues fall under.

General Booking - (fee applies) - An individual, group or business who are not residents and book a venue for a social or business seminar or event.

Hirer – The person that is engaging the temporary use of the venue.

Permit – refers to a hire agreement issued by the Community Association for non-exclusive, seasonal, or casual hire, or part of, the Community Hall or Meeting Rooms.

Poor Public Citizen – refers to individuals, community organisations, Community Groups and Private Organisations or any other users that have been granted a permit to use a venue and have been subsequently deemed by the General Manager or Community Association Chair (at his/her sole discretion) to have used a venue in an unacceptable manner. In this regards, "unacceptable manner" means, but is not limited to, the following:

- a) The receipt by the Community Association of substantiated complaints because of the use including regular noise and public nuisance complaints; and
- b) Where repeated requests from the Community Association and/or General Manager to modify the unacceptable behaviour have been ignored by the users; or
- c) The use has resulted in malicious damage to Community Association facilities and property.

Silkstone Park – park located at the corner of Magnolia Drive and Rosewater Circuit.

Village Green – large open spaced bound by Village Drive.



Related resources

Supporting documentation and relevant legislation relevant to this policy are listed below.

Documents

Community Hall Conditions of Hire & Booking Form

Community Hall FAQ's

Administration Building Booking Form

Alcohol Waiver Form

Silkstone Park Booking Form

BBQ Area Booking Form

Village Green Booking Form

- **Association webpage**

www.breakfastpoint.info

- **Legislative documents –**

Liquor Act 2007

Smoke Free Environment Act (2000) – specifies regulations on Smoking in Public Spaces

Community Management Statement (2021)

Breakfast Point Masterplan (2002)

Community Land Management Act (2021)

Canada Bay Local Environmental Plan (2013)

Appendix 1: Booking Types

Below is a sample of the types of bookings that are and are not accepted. Refer to venue specific booking terms and conditions for permitted use information.

Acceptable Booking Types

- Community events
- Community Meetings
- Interest group meetings
- Classes
- Social functions
- Exhibitions
- Workshops
- Performing Arts
- Residents' gatherings – family reunions, children's birthday parties, wedding ceremony, baby shower, christenings, and kitchen teas.
- Birthday parties from 16th through to 21st may be considered on a case by case basis by the CA Committee (subject to conditions). Requests need to be put in writing to events@breakfastpointcountryclub.com.au

Bookings that won't be accepted

- Wedding Receptions



History of revisions

Policy amendment history and version details

Amendment history	Details
Original approval authority details	11/12/2021 <i>Policy was developed and adopted to govern Community Association Venue bookings</i>
Version 1.1	22/04/2022 Appendix 1 - updated to change 16 to 21 st birthday parties. Now considered on a case by case basis <i>State reasons for amendments</i>
Version # <remove if not needed>	XX/XX/20XX <i>State reasons for amendments</i>