

1 Policy Statement

This Policy provides information regarding the hire of Gawler Civic Centre venues to guide staff and potential hirers, explaining the spaces available for hire, available concessions and the terms and conditions applicable to hirers.

The primary purpose of the Gawler Civic Centre is to:

- Activate existing main street community buildings to drive economic growth, create new jobs and strengthen the social and cultural base of Gawler and the region.
- To ensure community access to high quality Event Spaces and Meeting Rooms.
- To optimise venue hire revenue and deliver a sustainable operation.
- To ensure that fees and charges set for the Gawler Civic Centre Event Spaces and Meeting Rooms reflect:
 - A premier function, event and meeting space venue in the northern suburbs of Adelaide
 - Venue capabilities and strengths, benchmarked across the region
- To ensure there is a clear process for venue hire at the Gawler Civic Centre, as a distinct Council facility.

2 Scope

This Policy specifies conditions applicable to the hire of Gawler Civic Centre venues only and does not apply to any other Council facilities

This Policy does not apply to properties, facilities or contractors that are leased, hired or managed from or through the Town of Gawler, where a contract is in place.

3 Legislation and References

- Government Business Enterprises (Competition) Act 1996, Part 4 - Principles of competitive neutrality, section 16 (1) and (2)
- Competitive Neutrality Policy Statement, Government of South Australia, July 2002
- Australian National Competition Policy Guidelines

4 Definitions

Gawler Civic Centre (89-91 Murray Street, Gawler)	The integrated facility combining the State Heritage listed Town of Gawler Institute and Town Hall buildings which contains six business functions, namely: • Gawler Public Library • Cultural Heritage Centre • Event Spaces and Meeting Rooms • Youth Space • Business Innovation Hub • Civic Centre Café
Institute	Northern building of the Gawler Civic Centre (91 Murray Street, Gawler).
Town Hall	Southern building of the Gawler Civic Centre (89 Murray Street, Gawler).
Event Space	Refers to the four (4) rooms on the first floor of the Institute building. The Hall, Seating Gallery and Council Chamber which can be used separately or in combined configurations, and the James Martin Room which serves as an independent event space or as a foyer/reception area for The Hall.
Meeting Room	Refers to the nine (9) rooms on the lower ground, ground and first floors of the Town Hall building.
Hire Rates	Refers to the fees and charges set for each Event Space and Meeting Room (excluding staff/contractor fees), dependent on the hire time required:

	Event Spaces: Half-Day and Full-Day rates Meeting Rooms: Hourly and Full-Day rates For current hire rates and definition of same, refer to the Town of Gawler Register of Fees & Charges, the Gawler Civic Centre Application to Hire form, or the Council website. Outside of standard business hours, staffing costs may apply
Corporate Hirer	Includes Government (excluding Government School groups), Business and Corporate organisations or Private Hirers.
Community Hirer	Includes registered Charities, Service Clubs, School Groups (Pre/Primary/Secondary) or not-for-profit Community Groups.
Special Community Hirer	Includes registered Charities, Service Clubs, School Groups (Pre/Primary/Secondary) or not-for-profit Community Groups with a registered address within Town of Gawler and/or demonstrated Town of Gawler activity.
Regular Hirer	Corporate or Community Hirers that book an Event Space or Meeting Room, ten (10) or more times per financial year, booked simultaneously and in advance.

5 Policy

5.1 Hire Concessions

The Gawler Civic Centre provides venue hire rate concessions in the following categories:

Corporate Rate – full fee-paying Hirers: Applicable to all Corporate Hirers booking Gawler Civic Centre Event Spaces or Meeting Rooms.

Community Rate – 50% discount on hire rate: Applicable to all Community Hirers booking Gawler Civic Centre Event Spaces or Meeting Rooms.

Special Community Rate – 100% discount on hire rate: Applicable to all Special Community Hirers booking Meeting Rooms only.

Regular Hirers – 20% discount on hire rate

5.2 Terms and Conditions

5.2.1 Application to Hire form

Individuals or groups wishing to hire a Gawler Civic Centre venue must complete a **Gawler Civic Centre Application to Hire form**, which includes contact details, booking details, venue(s), and event requirements. The full Gawler Civic Centre Terms and Conditions of use are also outlined on this form.

5.2.2 Fees and Charges

Hirers are required to pay the correct venue hire rate as set out in Council's annual Fees and Charges Register, the signed Hire Agreement Contract and the terms of the invoice issued. Council reserves the right to consider special circumstances on a case-by-case basis.

5.2.3 Orderly activities

Hirers and the activity a Gawler Civic Centre venue is to be used for, must comply with the Gawler Civic Centre General Conditions of Entry, and must not breach defamation, privacy, intellectual property or copyright laws. Threatening, dangerous, offensive and discriminative behaviour will not be tolerated.

Council reserves the right to refuse or cancel any booking, at its discretion, if the purpose or activity is deemed to be an inappropriate use of the premises.

Hirers shall not permit any act, conduct or behaviour, which may negatively impact the reputation of the Council. The Council must be informed of the activity for which any venue is to be used at the time the booking is made.

5.2.4 Catering

Hirers requiring any food or beverage as part of their booking and use of Gawler Civic Centre venues must inform Council staff on application, or as soon as practicable before their booking. Catering must be approved at the discretion of Council management.

5.2.5 Damages

At the completion of the Hirer's booking, all furniture must be returned to the original position, where it was located on arrival at the venue, or to a pre-arranged format.

All areas must be left clean and tidy.

Any damages must be immediately reported to Council. The Hirer is responsible for any damage or breakages to furniture, fittings or equipment and will be required to reimburse Council, at a cost and terms determined by Council.

5.2.6 Insurance

All Gawler Civic Centre Event Space and Meeting Room Hirers will be required to have a current Public Liability Insurance policy of no less than twenty million dollars (\$20,000,000). Proof of currency of a public liability insurance policy must be presented at the time an application to hire a Gawler Civic Centre venue is made.

One-off private Hirers (e.g. Weddings, Social Gatherings) will be covered by Council's General Public and Products Liability Insurance Policy. This does not apply to one-off events held by businesses or organisations who would be expected to be covered by their own Public and Products Liability Insurance Policy.

For those bookings deemed to be high risk by Council staff, further conditions may apply.

5.2.7 Full Terms and Conditions

Gawler Civic Centre Hirers will be provided full terms and conditions upon application to hire the venues and/or via the Gawler Civic Centre Application to Hire form and/or via the Council website.

6 Administrative Information

Document Type	Policy
Procedure Developer	Executive Manager, Community & Strategy
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Applicable Legislation	<i>Government Business Enterprises (Competition) Act 1996</i>
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Adopting Authority	Council

7 Version History

Revision	Date	Change
1	27 February 2026	Policy in new corporate template. Minor changes - Required Public Liability Insurance increased to \$20 million and included requirement all hire groups must comply with the General Conditions of Entry.