

1 Purpose

To provide instruction on how the Hire of Council Owned Facilities Policy is to be applied.

2 References and supporting documents

This Procedure is to be read in conjunction with the Hire of Council Owned Facilities Policy.

- [Gawler Sport and Community Centre Facilities Hire Application Form](#)
- Facilities Hire Application Form - Evanston Gardens Meeting Room
- [Gawler Aquatic Centre Facility Hire Form](#)

3 Definitions

There are no additional definitions to the list included in the Hire of Council Owned Facilities Policy:

4 Procedure

4.1 Concession Applications - Procedure for Regular Hirers

- 4.1.1 Council will call for requests to hire Council facilities on an annual basis, in line with the financial year.
- 4.1.2 Prior to submitting a Facilities Hire Application Form, including concession request (where applicable), hirers are encouraged to;
 - access an up-to-date list of facilities and the types of events or activities that are suitable.
 - discuss their specific facility and hire needs with the staff to determine the most appropriate facility.
- 4.1.3 For assessment purposes, the relevant Assessment Officer (as per Clause 5.5.2 of the Policy) may need to clarify information directly with the applicant.
- 4.1.4 Assessment Officer recommendations for Category D concessions will be reported to the Chief Executive Officer or Council for the purpose of securing approval.
- 4.1.5 Following approval (or refusal) of a Facility Hire Application and Concession Request, staff will formally notify the applicant in writing and will confirm the terms of the Hire Agreement/s.
- 4.1.6 The hirer is supplied with all Council documentation (e.g. Hire Agreement including Hire Terms and Conditions) for review and signature.
- 4.1.7 Prior to commencement of the hire, the hirer is required to undertake an induction and/or orientation of the facility and given a safety and security brief. They will be provided with Council contact details, including an out of hours contact point (where required).
- 4.1.8 The hirer is responsible for supplying the following;
 - Signed facility-specific Facility Hire Agreement & Declarations
 - Public Liability Insurance or Certificate of Currency (with a copy of the updated certificate of currency to be provided as required)
 - Payment of all deposits, bonds and other fees (as relevant)

4.2 Procedure for Casual Hirers

- 4.2.1 Casual Hirers may be eligible for a concession and are assessed on the same criteria as Regular Hirers.
- 4.2.2 Casual Hirers seeking a concession of more than 50% must apply at least two months in advance of their event date to allow adequate time for the approval process.
- 4.2.3 Acceptance of a casual booking is at the discretion of the Assessment Officer.
- 4.2.4 Casual Hirers have the same responsibilities as Regular Hirers to fulfil the terms of both this policy and the facility specific Hire Agreement.

- 4.2.5 Prior to the commencement of the hire, the hirer will be provided with the following;
- A copy of the Hire Agreement
 - Written confirmation of the booking (including any additional requirements)
 - Confirmation of payment of all relevant deposits, bonds and other fees (to be paid prior to the commencement of the facility hire) and
 - Safety and security orientation/induction (as required)

4.3 Guidelines for Requesting a Concession

In assessing a request for a concession to the regular hire rate to be provided under Categories B, C or D the following common criteria apply:

- 4.3.1 The applicant needs to satisfy the criteria for the Category of concession being sought.
- 4.3.2 The activity / event / function has a primary focus on the Town of Gawler and/or is aligned with the Council's strategic objectives (e.g. Community Plan).
- 4.3.3 The proposal improves community access to an activity or service.
- 4.3.4 The applicant has demonstrated that they will not profit from use of the facility.
- 4.3.5 The applicant has demonstrated they are unable to fund the full cost of hire and/or that the cost of hire cannot be recovered from participants.
- 4.3.6 The applicant has demonstrated that the function or activity will not be viable without a concession on the hire fee being provided.

5 Administrative Information

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6 Version History

Revision	Date	Change
1	26 May 2026	New procedure created to remove procedural information from the Policy.