

FACILITY AND EQUIPMENT HIRE POLICY

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Owner:	CEO		
Responsible Officer:	Manager Community Relations		
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1 PURPOSE

The Katherine Town Council manages a variety of venues available for hire, including showgrounds, sports grounds, parks, and meeting rooms. These facilities can be booked either on a daily rate or for seasonal use, depending on the user's needs and in accordance with the council's policy. A comprehensive list of available facilities and their associated fees can be found in the Katherine Town Council Fees and Charges Schedule, available on the council's website.

2 SCOPE

This policy is applicable to all facilities available for hire through the Katherine Town Council, catering to both commercial and non-commercial entities. The terms and conditions are in accordance with the annually updated fees and charges schedule.

3 DEFINITIONS

Commercial means an organisation established to collectively achieve the specific aim of making a profit, such as a business enterprise.

Non-Commercial means an organisation that is not operating for the profit or gain of its individual members. This means that the group operates exclusively for charitable, civil or social purposes and does not share or allocate its funds or profits to its owners, shareholders or executives. A not-for-profit community group must be incorporated or partner with an incorporated group. It could include, but is not limited to, churches, schools, cultural organisations, neighborhood associations, sports clubs, service clubs, professional and business associations, and charitable organisations.

Hirable facilities mean all Council building facilities available to the public, parks and reserves, the showgrounds and public sportsgrounds outlined in Appendix 1 of the Fees and Charges Schedule.

Hirer means the group, organisation or individual taking responsibility for hiring the facility and/or equipment, including

paying all relevant fees and charges and returning facility/equipment clean and undamaged.

Full day hire means hire for any period exceeding 4 hours and no more than 24 hours.

Long term hire (Community Groups Only) means hiring on a yearly calendar basis and are subject to the annual application process.

Short term hire (Community Groups Only) means hiring for a 10-week period (sporting season). If additional weeks are required a weekly hire cost can be arranged with Council.

4 DETAILS

GENERAL HIRE TERMS

All facility hires through Katherine Town Council are subject to the fees and charges listed in the Council's Fees and Charges Schedule, which is updated annually and available on the Council website.

To book a facility, all hirers must complete a Facility Hire Application Form and receive approval from Council before the hire begins. Fee waivers may be granted at the discretion of the Chief Executive Officer.

Parks and reserves are free for general public use, but fees apply for organised events.

Council meetings and Council-run events take priority over other bookings. If a conflict arises, Council will work with the hirer to find another suitable venue where possible.

Facilities can be booked for a half day, full day, short-term season, or long-term season. Please note that short-term and long-term bookings are not automatically renewed and must go through the application process each year.

Type of hire	Non-Commercial	Commercial
Full day	✓	✓
Short term	✓	✗
Long term	✓	✗

For short-term and long-term hires, initial charges will be calculated based on the use of up to three facilities—typically the oval, toilets/change rooms, and storage.

Charges depend on how many days the facilities are used for training and competition. Training days are charged at 50% of the full-day rate, while competition days are charged at the full rate.

After these base charges are calculated, a subsidy formula may be applied to determine if financial support is available. Hirers may need to provide additional documents to support their request for a hire fee subsidy.

Hirers are responsible for any damage to the facility or if it is left in an excessively dirty condition. All rubbish must be placed in the bins provided. If the facility is not cleaned properly, the hirer will be asked to fix the issue within a set time. If not resolved, Council will organise cleaning and deduct the cost from the facility deposit. If the cost is more than the deposit, the hirer will be invoiced for the extra amount.

Any damage to Council property must be paid for by the responsible party. This includes permit or licence holders. Repair costs will include materials, services, Council labour, plant, and overheads, plus a 15% surcharge for cost recovery.

Repair Costs

If damage occurs, the cost of repairs will be calculated as follows:

1. Actual cost of materials and services used
2. Plus Council labour, plant, and overheads

3. Subtotal + 15% surcharge
4. = Total cost to be recovered

Council will inspect the facility before and after each hire to check for any damage.

Any items or equipment used must be returned in good condition and placed back in their original position. Council also offers equipment for hire, as listed in the Fees and Charges Schedule. If the equipment needs to be transported, it is the hirer's responsibility to arrange and cover those costs.

Hirers are also responsible for the cost of power and water used during their hire, based on expected usage as outlined in the Fees and Charges.

FACILITY AND KEY DEPOSITS

Some hires may require a deposit, depending on the level of risk. Council will assess each booking on a case-by-case basis to determine if it is considered high risk. If so, a deposit will be held until the hire is complete and inspections have been carried out.

Examples of high-risk bookings include:

- Large community events
- Birthdays
- Funerals
- Events requiring a Special Event Permit
- Events requiring a Permit to Consume Liquor

After inspections are completed, the deposit will be returned to the hirer. However, if Council believes there is a higher-than-usual risk of damage, it may increase the deposit amount.

Key deposits may also be required, as outlined in the Fees and Charges Schedule. Keys can be collected on the working day before the event, unless other arrangements are made. Keys must be returned after the hire. If they are not returned, Council will charge the hirer for the cost of replacing the locks and keys, plus an additional fee of \$22.00 per key. The key deposit will be retained in these cases.

EXERCISE CLASSES IN PUBLIC SPACES

To support healthy lifestyles and make better use of public spaces, Council allows commercial operators to run personal training or group fitness classes in designated parks and reserves. These spaces remain open to the public and cannot be hired exclusively.

Permits are required and available for three months, six months, or one year. Fees are listed in the Fees and Charges Schedule, which is updated annually.

To apply, operators must:

- Provide evidence that there are no objections from nearby businesses offering similar services
- Keep the area clean and free of litter
- Hold current public liability insurance

All applications will be reviewed by the Chief Executive Officer, who will approve the location, days, and times of operation.

PUBLIC LIABILITY INSURANCE

All hirers must provide proof of current public liability insurance. This insurance must cover both the Northern Territory Government and Katherine Town Council against any claims that may arise from activities at the hired location.

The minimum required cover is **\$10 million**.

BROADCAST EVENTS

Katherine Town Council supports the use of its facilities for broadcast events, under the following conditions:

- Content must be rated P, C, G, or PG. No other ratings are allowed.
- Broadcasts must be in image or video format, such as films, TV programs, or livestreams.
- The hirer is responsible for making sure all legal, copyright, and distribution requirements are met.
- In public spaces, broadcasts are only allowed from sunset to midnight.
- Content must meet community standards and must not promote violence, harassment, vilification, or intimidation.

Examples of broadcast events include film screenings, live music, or livestreamed functions.

Hirers must submit the broadcast content or livestream link to Council for approval and scheduling. If technical support is needed, Council can arrange assistance from an external provider (Majestix Media) on a cost-recovery basis.

EVENTS WITH ALCOHOL

Katherine is subject to strict alcohol management conditions imposed through the *Liquor Act 2019*. The consumption and possession of alcohol in public places is prohibited, and consumption and possession in other places is restricted.

Should the event be open access (ie. all ages), the service of alcohol must not compromise access to the event.

All hirers must ensure they have the appropriate liquor licences and/or permits in place if they intend to supply alcohol, whether free or for sale, at an event. Further information is available on the Northern Territory Government website at <https://nt.gov.au/industry/hospitality>.

Harm Minimisation and Community Safety: Council adopts a harm minimisation approach to alcohol management in line with its public health responsibilities.

Promotion of Family-Friendly Events: Council is committed to fostering inclusive, youth-safe public spaces.

Council reserves the right to impose additional conditions, including security arrangements, recovery of cleaning costs and an increased bond if it is deemed necessary by the Chief Executive Officer.

5 ASSOCIATED POLICIES/DOCUMENTS

- Fees and Charges Schedule – reviewed annually Facility Hire
- Hire Application Form
- Fee waiver policy

6 REFERENCES AND RELATED LEGISLATION

Liquor Act 2019

Revision History

Version	Approval date	Details of change	Responsible officer
1	April 2022	Created	Dir, Corporate Services
2	May 2025	Reviewed	Manager Community Relations