

FACILITY AND EQUIPMENT HIRE POLICY

Type:	Corporate Policy – Community		
Owner:	CEO		
Responsible Officer:	Manager Community Relations		
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Records Number:	176890	Council/CEO Decision:	CEO
Legislation Reference:	<i>Local Government Act 2019 (NT), Liquor Act 2019 (NT), Katherine Town Council By-Laws 1998, effective 1 July 2023</i>		

1 PURPOSE

Katherine Town Council maintains and manages a variety of facilities available for hire for various purposes. Facilities range from showgrounds, sporting venues, parks and reserves, meeting and conference facilities and can be hired on a half day, full day, short-term, seasonal or long-term seasonal basis, in accordance with this policy.

A full list of hireable facilities and the relevant fees and charges can be found in the Katherine Town Council Fees and Charges available on the website.

2 SCOPE

This policy applies to all hireable facilities of Katherine Town Council, available for hire by commercial and non-commercial users, in accordance with the conditions outlined in the Fees and Charges, updated annually.

3 DEFINITIONS

Almost Certain: The event is expected to occur in most circumstances in the current environment; frequent past event history e.g. event >500 people large sporting or music event, temporary toilets/structures/food vans/possible liquor license issued.

Catastrophic: A disaster, which could lead to the collapse of the organisation; death; huge financial loss, >1000 people attend a sporting, show, music event, temporary toilets/structures/food vans/possible liquor license issued.

Consequence: Means the outcome of an event; it can be certain or uncertain and can have positive or negative direct or indirect effects on objectives.

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

Half Day Hire: applies to training sessions through a short or long term hire.

Harm: Includes adverse impact to the wellbeing, safety, health and amenity of the community, or any works or activities that adversely impact our man-made or natural environment and cultural heritage values within

Katherine Town Council.

Hireable Facilities: Means all Council building facilities available to the public, parks and reserves, the showgrounds and public sportsgrounds outlined in the Fees and Charges.

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.

Likelihood: Means chance of the risk happening.

Likely: The event will probably occur in most circumstances in the current environment; some recurring past event history e.g. large sporting or cultural event >500 people.

Insignificant: An event, where the impact can be absorbed; no injuries; low financial loss.

Long Term Hire: (Community Groups Only) means hiring on a yearly calendar basis.

Major: A critical event, which, with proper management can be continued; extensive injuries; loss of service provision; major financial loss e.g. community event over a 2-day period.

Moderate: A significant event, which can be managed under normal circumstances; medical treatment; medium financial loss i.e. community & sporting club events - >200 people.

Not-for-profit: Means an organisation that is not operating for the profit or gain of its individual members. This means that the group operate 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, neighbourhood associations, sports clubs, service clubs, professional and business associations, and charitable organisations.

Non-commercial: groups who can be identified as being a Community Group, i.e., Not-For-Profit organisation, are groups who are not operating for the profit or gain of its individual members.

Non-Compliance: Any failure to meet the terms and conditions of the hire agreement.

Possible: The event might occur at some time; some past warning signs or previous event history e.g. animal event >500 people - rodeo, camp draft, liquor license etc.

Private: means an individual who wishes to hire a Council facility for a non-business (private) reason, such as a wedding reception.

Rare: The event may occur but only in exceptional circumstances; no past event history i.e. community & sporting club events – event <100 people birthday party, baby shower.

Security Deposit: A refundable amount collected to cover potential damage, cleaning, or breach of hire terms.

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.

Unlikely: The event could occur at some time, no event history i.e. event <100 people fundraiser, small community market.

GENERAL HIRE TERMS

The hire of all facilities through Katherine Town Council will be subject to fees and charges as per the Katherine Town Council's Fees & Charges (available on the website and updated annually). All hirers must complete the Facility Hire Application form and have prior approval from Council before the hire commences.

Fee waivers apply only to the hire fee. Key/security deposits remain payable unless otherwise approved.

Seasonal (short-term) hire is offered at a subsidised rate and is therefore **not eligible for additional fee waivers**.

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.

Fee waivers may be granted in accordance with the Council's Instrument of Delegation Register. Parks and reserves are available to the public at no charge, but charges do apply for organised events. Hirers should note that parks and reserves cannot be hired exclusively, as these are public spaces

Council's requirements for meetings and Council sponsored events and facility maintenance and improvements, and emergency events will take precedence, and, on occasion, a booking may have to be cancelled. If this occurs, Council will negotiate with the hirer to find an alternative venue where possible.

Hire terms are for half day, full day, short term and long term, as outlined in the table below. Short and long term hires are not guaranteed from year to year and will be subject to the application process.

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

Hirers are responsible for any damage that occurs or if the facility is left in an excessively dirty state. All rubbish is to be deposited into bins provided. If the facility is left in an excessively dirty state, the hirer will be notified and given a time limit to remedy the situation. Otherwise, Council will organise the cleaning and the fees incurred in doing so will be taken from the facility deposit. If the cost exceeds the deposit, the hirer will be invoiced for any additional cost to Council.

Any items or equipment used must be returned undamaged and/or to its original position at the completion of the hire/use. Council has a range of equipment for hire, as outlined in the Fees and Charges. All transportation of the equipment (if necessary) is the responsibility of the hirer.

FACILITY AND KEY DEPOSITS

Every facility hire will require a deposit to be held by Council until the completion of the hire and all inspections have occurred. Once inspections are completed, the deposit will be returned to the hirer. If in Council's view there is a possibility of higher risk of damage to a Council facility, Council reserves the right to increase the amount of deposit.

Where indicated in the Fees and Charges, key deposits will be required to complete the hire. Keys are available for collection on the working day prior to the event/hire, unless approved by prior arrangement. Keys are

to be returned at the completion of the hire. If keys are not returned Council will invoice the hirer for the cost of replacement of locks and keys. An additional charge per key will be levied in addition to keeping the deposit for keys that are not returned at the completion of any hire.

EXERCISE CLASSES IN PUBLIC SPACES

To promote healthy lifestyles and activate community spaces, Council will allow use of identified parks and reserves to commercial operators for the purpose of running personal training and/or group fitness classes. Parks and reserves cannot be hired exclusively as they are public areas. Permit fees are payable on application. Permits are available as per the terms and conditions of the Fees and Charges.

PUBLIC LIABILITY INSURANCE

All hirers must provide proof that they hold current public liability insurance cover to indemnify the Katherine Town Council of any liability which may arise from operations at the hire location. The minimum cover required is \$10,000,000.

BROADCAST EVENTS

Katherine Town Council supports broadcast events in its facilities, on the following conditions:

- The broadcast is content rated P, C, G or PG – no other content ratings will be accepted
- The broadcast is to be in image or video format, such as films, television or livestream
- The hirer is responsible for ensuring all legal, copyright and distribution rules are met
- In public spaces, broadcasts can only be undertaken from sunset until midnight
- The material does not incite violence, harassment, vilification or intimidation and meets reasonable community standards for public broadcast.

The types of events that would be considered broadcast events include live music, film showings and livestream functions or events of a similar nature.

The hirer is required to submit their proposed broadcast images or video (or livestream link) to Council so it can be scheduled for broadcast. External technical assistance from a private provider (Majestix Media) is available through the Council 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 (i.e. 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>. Declaration of intent for alcohol consumption must be notified to council on the hire application.

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.

RISK-BASED ASSESSMENT MODEL

Katherine Town Council applies a risk matrix to determine the level of security deposit required based on two factors:

Likelihood \ Consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	\$520	\$1,000	\$1,000	CEO discretion	CEO discretion
Likely	Nil Deposit	\$520	\$1,000	\$1,000	CEO discretion
Possible	Nil Deposit	\$520	\$520–\$	\$1,000	\$1,000
Unlikely	Nil Deposit	Nil Deposit	\$520	\$520	\$1,000
Rare	Nil Deposit	Nil Deposit	Nil Deposit	Nil Deposit	\$520

Notes:

Nil Deposit – applies to low-risk events with limited public exposure and minimal infrastructure:

- Small community or sporting club events (e.g. birthday parties, baby showers) with fewer than **100 attendees**
- Fundraisers or small community markets with fewer than **100 attendees**

\$520 Deposit – applies to moderate-risk events involving food, entertainment, or medium-sized crowds:

- School, community, or sporting club events with more than **200 attendees**

\$1,000 Deposit – applies to higher-risk events due to scale, infrastructure, alcohol, or environmental considerations:

- Events with more than **500 attendees** (e.g. rodeos, campdrafts, events with or without a liquor licence)
- Events with more than **500 attendees** requiring temporary toilets, structures, or road closures

Large sporting or cultural events with more than **500 attendees**, particularly where a liquor licence may be issued.

CEO Discretion (\$3,000+Deposit) – applies to high-risk or exceptional events with potential catastrophic impact:

- Events with over **1,000 attendees** held across multiple days
- Major sporting, cultural, or music events exceeding **1,000 attendees**, involving temporary structures, food vans, and liquor licences
- Events with a history of incidents or presenting significant reputation, safety, or environmental risks
- Deposit requirements are assessed on a case-by-case basis using the full event application details. Council reserves the right to increase or waive deposits in accordance with the Risk Management Policy and CEO discretion.

5 ASSOCIATED POLICIES/DOCUMENTS

Fees and Charges schedule – reviewed annually

Facility Hire Application Form

Fee Waiver Policy

Facility Hire Application Form

Fees and Charges Schedule (current)

In-Kind Support Policy

Procedures Facilities Hires

Risk Management Framework 2022

Risk Management Policy 2022

6 REFERENCES AND RELATED LEGISLATION

Local Government Act 2019 (NT)

Liquor Act 2019 (NT)

Katherine Town Council By-Laws 1998, effective 1 July 2023

Revision History

Version	Approval date	Details of change	Responsible officer
1	April 2022	Created	Corporate Administration Manager
2	May 2025	Amended	Manager Community Relations
3	Oct 2025	Amended, to include risk-based approach and associated new definitions	Manager Community Relations
4	10/12/2025	Reviewed by Managers	Manager Community Relations