

Community Facilities/Venues

Scheduled Fees 2011/12

City of Ryde Community Life	2011/12	Additional Information	Price Policy	GST Included
Staff Time				
Unless otherwise stated a fee is chargeable of \$144.00 per hour (including GST) (minimum 1 hour, followed by 15 minute increments) for use of Council Officers time if required.	144.00	Hirers may request in writing a reduction on the minimum hours booked. This will be dependent on Councils involvement the demand for the venue and the specific time requested.		
Cancellation Fee				
Unless otherwise stated, all cancellations for Category 1 casual hirers attract a fee of 25% of the original charge, plus a percentage of the fee equal to the percentage of the process completed. Category 2, 3 and 4 are required to provide a months notice of any date changes.				
COMMUNITY FACILITIES				
PREMIUM HALL				
Civic Hall				
All fees for the Civic Hall include cost of security				
a) Category 1: Standard	119.00	per hour Mon - Fri: 8am - 6pm (minimum 6 hours) Mon - Thur: 6pm - midnight (minimum 6 hours)	F	Y
	170.00	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	F	Y
	216.00	Overnight (for sales and exhibitions)	F	Y
Bond	1,030.00	per hire (minimum)	G	N
b) Category 2: Funded Community Groups	92.50	per hour Mon - Fri: 8am - 6pm (minimum 6 hours) Mon - Thur: 6pm - midnight (minimum 6 hours)	D	Y
	134.00	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	D	Y
Bond	258.00	per hire (minimum)	G	N
c) Category 3: Religious Worship	98.00	per hour Mon - Fri: 8am - 6pm (minimum 6 hours) Mon - Thur: 6pm - midnight (minimum 6 hours)	D	Y
	144.00	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	D	Y
Bond	515.00	per hire (minimum)	G	N
d) Category 4: Unfunded Community Groups and Playgroups If a Category 4 hirer wants to hire this venue at this time, they are required to pay Category 2 rates. This is in recognition of the subsidy level Category 4 hirers receive and that these times are peak times for use.	8.20	per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours) Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 4 hours)	C	Y
Bond	129.00	per hire (minimum)	G	N

Community Facilities/Venues (continued)

Scheduled Fees 2011/12

City of Ryde Community Life	2011/12	Additional Information	Price Policy	GST Included
LARGE HALL				
North Ryde School of Arts Hall				
a) Category 1: Standard	82.50	per hour Mon - Fri: 8am - 6pm (minimum 6 hours) Mon - Thur: 6pm - midnight (minimum 6 hours)	D	Y
	113.00	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	D	Y
Bond	618.00	per hire (minimum)	G	N
b) Category 2: Funded Community Groups The North Ryde meeting room can be provided free of charge when this Category books the North Ryde School of Arts Hall if there is no alternate booking.	36.00	per hour Mon - Fri: 8am - 6pm (minimum 6 hours) Mon - Thur: 6pm - midnight (minimum 6 hours)	D	Y
	56.50	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	D	Y
Bond	155.00	per hire (minimum)	G	N
c) Category 3: Religious Worship The North Ryde meeting room can be provided free of charge when this Category books the North Ryde School of Arts Hall if there is no alternate booking.	67.00	per hour Mon - Fri: 8am - 6pm (minimum 4 hours) Mon - Thur: 6pm - midnight (minimum 4 hours)	D	Y
	92.50	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	D	Y
Bond	309.00	per hire (minimum)	G	N
d) Category 4: Unfunded Community Groups and Playgroups The North Ryde meeting room can be provided free of charge when this Category books the North Ryde School of Arts Hall if there is no alternate booking. *If a Category 4 hirer wants to hire this venue at this time, they are required to pay Category 2 rates. This is in recognition of the subsidy level Category 4 hirers receive and that these times are peak times for use.a	8.20	per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours) Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	C	Y
Bond	309.00	per hire (minimum)	G	N

Community Facilities/Venues (continued)

Scheduled Fees 2011/12

City of Ryde Community Life	2011/12	Additional Information	Price Policy	GST Included
HALLS				
Argyle Hall, Eastwood Hall, Shepherd's Bay Hall, West Ryde Hall, Trafalgar Place Hall, Lions Park Hall, Brush Farm Forster Hall, Putney Tennyson Bowls Club				
a) Category 1: Standard	62.00	per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours)	D	Y
	72.00	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	D	Y
Bond	618.00	per hire (minimum)	G	N
b) Category 2: Funded Community Groups	15.50	per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours)	D	Y
	20.50	per hour Fri & Sat: 6pm - midnight (minimum 6 hours) Sat, Sun & Public Holidays (minimum 6 hours)	D	Y
Bond	155.00	per hire (minimum)	G	N
c) Category 3: Religious Worship	36.00	per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 3 hours)	D	Y
	41.00	per hour Fri & Sat: 6pm - midnight (minimum 4 hours) Sat, Sun & Public Holidays (minimum 4 hours)	D	Y
Bond	324.00	per hire (minimum)	G	N
d) Category 4: Unfunded Community Groups and Playgroups *If a Category 4 hirer wants to hire this venue at this time, they are required to pay Category 2 rates. This is in recognition of the subsidy level Category 4 hirers receive and that these times are peak times for use.	8.20	per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours) Fri & Sat: 6pm - midnight (minimum 6 hours)	C	Y
		Sat, Sun & Public Holidays (minimum 2 hours)		
Bond	77.50	per hire (minimum)	G	N

Community Facilities/Venues (continued)

Scheduled Fees 2011/12

City of Ryde Community Life	2011/12	Additional Information	Price Policy	GST Included
MEETING ROOMS				
Gladesville Meeting Room, North Ryde Meeting Room, Brush Farm House Carpenter Room, Eastwood Women's Rest Centre, Eastwood Croquet Club, Other meeting Rooms (could include new meeting rooms, potential meeting rooms in the Civic Hall, meeting rooms located in existing facilities attached to a licence, eg: Eastwood & Ryde Netball Club House)				
a) Category 1: Standard	31.00	per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours) Fri & Sat: 6pm - midnight (minimum 2 hours) Sat, Sun & Public Holidays (minimum 2 hours)	D	Y
Bond	206.00	per hire (minimum)	G	N
b) Category 2: Funded Community Groups	10.30	per hour	D	Y
		per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours) Fri & Sat: 6pm - midnight (minimum 2 hours) Sat, Sun & Public Holidays (minimum 2 hours)		
Bond	103.00	per hire (minimum)	G	N
c) Category 3: Religious Worship	26.00	per hour per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours) Fri & Sat: 6pm - midnight (minimum 2 hours) Sat, Sun & Public Holidays (minimum 2 hours)	D	Y
Bond	103.00	per hire (minimum)	G	N
d) Category 4: Unfunded Community Groups and Playgroups	8.20	per hour per hour Mon - Fri: 8am - 6pm (minimum 2 hours) Mon - Thur: 6pm - midnight (minimum 2 hours) Fri & Sat: 6pm - midnight (minimum 2 hours) Sat, Sun & Public Holidays (minimum 2 hours)	C	Y
Bond	77.50	per hire (minimum)	G	N

Community Facilities/Venues (continued)

Scheduled Fees 2011/12

City of Ryde Community Life	2011/12	Additional Information	Price Policy	GST Included
SPECIALTY VENUES & SPECIAL REQUESTS				
Brush Farm House & Grounds (cocktail parties, private dinners, weddings, conferences, etc), Civic Centre Meeting Rooms, Civic Centre Council Chambers or any other Council owned facility.				
All Categories		Price on Application	D	Y
ADDITIONAL COSTS				
Public Liability Insurance	56.50	per hire	E	Y
Applies to any casual hirer of facilities who do not have their own public liability insurance. Use of Council's public liability insurance does not extend to incorporated bodies, sporting clubs, churches or associations of any kind.				
Key Bond				
Should a key be issued, for any use of Council property, a per key refundable bond will additionally apply over and above any other charges.		Price included in Hall Bond	G	N
Security	36.00	per hour (minimum 3 hours)	C	Y
Applies to hirers, where deemed necessary or where requested. See explanatory notes.				
Room Set Up and Break Down	41.00	per hour (minimum 3 hours)	C	Y
Applies to casual hirers who require Council to set up and break down the room and who don't have security present. If security is being provided room set up and break down is inclusive of cost.				
Data Projector (where available)	62.00	per half day. Category 1 casual users only. Complimentary to Category 2, 3 & 4	F	Y
	124.00	per full day. Category 1 casual users only. Complimentary to Category 2, 3 & 4	F	Y
Public Holiday Surcharge				
Public Holidays may attract a surcharge.		An additional 25% of the hire fees applies for public holiday use of a facility should Council incur additional cost.	D	Y
Per Hour After Midnight Surcharge				
Applies to any hire after midnight		An additional 25% of the hire fees may apply after midnight should Council incur any additional cost. If no extra cost is incurred the standard rate applies.	D	Y

Explanatory Notes Community Facilities/Venues

Further details can be found in the conditions of hire form.

CATEGORIES OF HIRE

Category 1 - Standard

This includes but is not limited to hire by individuals, commercial operators or for commercial activities, political organisations, schools, tertiary institutions and local, state and federal government (with the exception of the City of Ryde).

Categories outlined below are exceptions to this standard rate.

Category 2 - Funded Community groups

Activities for the benefit of the Community, such as education, leisure, social, sporting, cultural which meet priority outcomes in Council's Management and Social Plan and are run by organisations which are located within the City of Ryde and/or where the activity targets more than 50% of Ryde and/or run by not for profit group (supportive documentation is required, see below).

Category 3 - Religious Worship

Activities for the purpose of religious worship or general congregation where the organisation is located within Ryde and/or where the activity targets more than 60% of Ryde residents (supportive documentation required, see below).

Category 4 - Unfunded Community Groups and Playgroups

Activities for the benefit of the community, such as education, leisure, social, cultural activities which meet priority outcomes in Council's Management and Social Plan and are run by small and emerging non profit groups or charities (that do not receive recurrent/ongoing state or federal funding) which are located within the City of Ryde or where the activity targets more than 60% of Ryde residents (supportive documentation is required, see below).

This includes playgroups.

Groups in this category (with the exception of Playgroups) will be reviewed after two years. This category aims to support groups to become sustainable at the time of development. During this time, Council's Community Services department can assist groups to develop and source ongoing funding.

DISCOUNTS & SUBSIDIES

Discounts may be requested by written application to the General Manager.

Subsidies can be provided dependent on the demand for the period and venue, the type of function to be held, the capacity of the user and Council's involvement. Subsidies will only be considered if:

Requests are made in writing to the General Manager

Groups are located within Ryde or their activity targets more than 60% of Ryde residents.

Hirers provide copies of their annual reports, including financial statements

Groups must address community needs outlined in Council's Delivery Plan/Operational Plan/Social Plan or be activities assisting with emergency relief, humanitarian support or those activities that address critical, emerging and recognised needs.

Discounts and subsidies are time limited, each hirer wishing to continue their discounted rate must make a written request annually to the General Manager.

Hirers who receive a discount or subsidy will be required to acknowledge City of Ryde in publicity material.

Regular hirers receive a 10% discount if they pay one month in advance.

Should Council receive a request to waive the fees for the use of a community facility and there is a perception that the use of the facility by the user may be for a political outcome, then a detailed report be prepared for Council's consideration and all applications for waiver of fees for 1 month before any local, state or federal election is to be presented to Council for decision.

FEES & CHARGES FOR EACH VENUE

Costs to hire a facility include bonds, hall hire costs and in some cases "Additional Fees" as outlined in the fees and charges schedule.

BONDS

Bond to be paid at time of booking. Council may retain the bond for any breach of the "Conditions of Hire", including any costs associated with cleaning, damage, variation or cancellation to the booking. The bond will be refunded after hire less any charges for cleaning, damage or in the event of a cancellation or variation to the booking.

The amount listed in the fees and charges for each facility is a minimum bond only. The General Manager may increase the bond amount if the use is deemed to be a higher risk activity.

Regular hirers can request in writing, to use a bond release form and pay 4 weeks in advance, instead of paying the required bond up front.

DEFINITIONS

Occasional Hirer - less than 10 bookings per financial year

Regular Hirer - 10 or more bookings per financial year

Non-Profit Organisations - A non-profit organisation is an organisation that is not operating for the profit or gain (either direct or indirect) of its individual members. This applies both while the organisation is operating and when it winds up.

Explanatory Notes Community Facilities/Venues

SUPPORTIVE DOCUMENTATION

Supportive Documentation is required by groups at the time of application to confirm the location of the group is in Ryde and/or the activity targets more than 60% of Ryde residents. This documentation could include the following:

- Funding agreements
- Funding acquittals
- Annual Reports
- Membership Lists (with postcodes or suburbs)

Where groups do not have the above information they can sign a statement advising that this criteria is met.

RECURRENT/ONGOING STATE OR FEDERAL FUNDING

This refers to funding received from government on a recurrent/ ongoing basis, to support the costs of the organisations operations.

SECURITY

Security will not be required for the following activities:

- Meeting Rooms (eg. Gladesville Library)
- Routine activities by playgroups, seniors groups, community colleges and other leisure classes like dancing and martial arts.

Security will be required for the following activities:

- Private social hire such as 21st birthday parties and weddings

When requested by the hirer

At the Civic Hall, which is already included in the fee (ie. No additional security charge).

For other activities not listed above, security requirements would be at the discretion of Council officers based on the perceived risk to participants, neighbours and Council's property.

MINIMUM HOURS OF USE

The General Manager has the flexibility to reduce minimum hours of use for each hire on a case by case basis.

COMPLIMENTARY HOUR

The General Manager has the discretion to provide one hour of complimentary hire to larger activities to support the groups cleaning the venue.

BRUSH FARM HOUSE

Brush Farm House is a heritage listed building which has limitations for use. The General Manager can limit types of use based on the appropriateness and potential impact on this facility.

When hiring Brush Farm House meeting rooms or hall, hirers are permitted to access the garden, only if there is no dedicated hirer for the use of the garden.