



BONDS PERTAINING
TO DAMAGE TO
COUNCIL FACILITIES
POLICY
P4.0098.2

BONDS PERTAINING TO DAMAGE TO COUNCIL FACILITIES

DIVISION: Sport, Community and Recreation

BRANCH: Sport, Recreation and Sustainability

CATEGORY: 2

PART 1 – INTRODUCTION

1. BACKGROUND

1.1 Council manages a wide range of community and sporting facilities to a variety of users on a casual and regular basis. In order to ensure that hirers meet all conditions of hire, a bond is paid and refunded if the facilities are left in an appropriate condition.

2. OBJECTIVE

2.1 To provide Casual hirers of Council community facilities with clarity of responsibility and actions in circumstances where bonds will be retained. This is achieved in conjunction with the Terms and Conditions provided on the Casual Hire booking form.

2.2 To provide regular hirers of Council community facilities with clarity of responsibility and actions relating to key retention for calendar year hire period.

2.3 To provide seasonal and casual hirers of Council sports grounds with clarity of responsibility and actions relating to key and light controller bond retention for seasonal or casual hire period.

3. SCOPE

3.1 This policy supersedes the previous adopted policy which states ‘any damage caused to a Council facility as a result of a function over and above the bond amount, to be reported to Council, with an estimate of the repair costs’.

4. DEFINITIONS

4.1 **Community facility** means community halls, club rooms and community centres managed by Council.

4.2 **Sports ground** means Council managed sports grounds that are hired on a seasonal and casual basis.

4.3 **Bond** means the fee paid by hirers and held by Council to be used to cover costs of repair for any damage or cleaning required as a result of hire of facility and any loss of keys and light controllers.

PART 2 – POLICY STATEMENT

5. POLICY STATEMENT

- 5.1 The full venue hire bond payment is required upon collection of facility keys for casual hirers of community facilities.
- 5.2 The full bond payment for keys and light controllers is required upon collection for regular hirers of community facilities and seasonal / casual hirers of sports grounds.

6. IMPLEMENTATION

- 6.1 Bond fees to be determined as part of the annual review of fees and charges in Council Management Plan.
- 6.2 Bond payments are to be made prior to use of facility and / or on collection of keys and light controllers.
- 6.3 Bond refunds are processed after the hire date by means of refund to nominated bank account or by cheque within 10 working days of return of keys and / or light controller.
- 6.4 In circumstances where the cost of repair or cleaning is greater than the bond paid, additional costs will be charged to the hirer.
- 6.5 Should it be necessary to retain a portion of the bond to take relevant action, a minimum fee is to be applied in circumstances of minor rectifications and is outlined in the fees and charges.

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RELEVANT LEGISLATIVE INSTRUMENTS: N/A

RELATED POLICIES, PLANS AND PROCEDURES: Council Fees and Charges
Conditions of Hire – Community Facilities
Terms and Conditions of Hire – Sportsgrounds

RESPONSIBLE DIRECTOR: Director Sport, Community & Recreation

APPROVAL: Council

Version	Approved by	Changes made	Date	EDMS Number
1	Approved by Council ORD19/09	New	27/01/2009	15/216756
2	ELG	Branch and Division title updates only	11/07/2019	15/216756