

Community Group Declaration Form for the use of Council's facilities and reserves

This form is for assessment purposes only.

The appropriate fee category will be confirmed in writing and valid for 12 months from the confirmation date.

Prior to completing this form please ensure you have read the Guidelines overleaf.

Updated 11 August 2017

Important Information:
Fee reduction approvals apply to the hire fees only
Hall and key bonds are applicable

Applicant Group/Club:		
Contact Person:		
Telephone: (h)	(w)	(m)
Postal Address:		
Email Address:		
Venue Requested:		
Start Date:	Finish Date:	

Please answer all of the following questions:

- Is this form being submitted together with a facility and/or reserve booking application form ? ☐ YES ☐ NO
- Is your group or organisation 'Not for Profit'? ☐ YES ☐ NO
- Is your group or organisation a 'Commercial Business'? ☐ YES ☐ NO
- Please circle the categories that best describe your organisation. (*more than one may apply*)

<i>Sporting</i>	<i>Recreational</i>	<i>Arts and Crafts</i>	<i>Performing Arts</i>	<i>Community Service</i>	<i>Youth</i>	<i>Seniors</i>
-----------------	---------------------	------------------------	------------------------	--------------------------	--------------	----------------
- Is your group or organisation run on a volunteer basis? ☐ YES ☐ NO
- Are volunteers co-ordinating these activities? ☐ YES ☐ NO
- Are fees being charged to attend the activity? ☐ YES ☐ NO
- Are these fees being paid into a group/club account for future use by your group? ☐ YES ☐ NO
- After expenses, does your group/club derive a profit from the activity? ☐ YES ☐ NO
- Is this profit being paid into a group/club account for future use by your group? ☐ YES ☐ NO
- Are 75% of your participants aged 55 years and over? ☐ YES ☐ NO
- Are 75% of your participants aged 17 years and under? ☐ YES ☐ NO
- Describe the purpose of your group or organization
- Identify the community groups that will benefit from this activity (if applicable)

Declaration

I being the duly authorised representative of the applicant in endorsing application, confirm that all of the information provided above is true and correct.
I acknowledge that it is my responsibility to advise the Mandurah Seniors and Community Centre if the circumstances of my group/organisation change in relation to the above criteria.

Signature: Date:
Authorised Representative

Community Group Declaration Form for the use of Council's facilities and reserves

Policy Aim:

Groups, clubs and organisations that are involved in fundraising events or other activities for the benefit of the Mandurah community may apply for a fee reduction or fee waiver for the use of Council's facilities.

This will include registered Public Benevolent Institutions that have a proven record of supporting Mandurah residents or can show the intention of servicing the local community.

Council will not generally support events to which an entry fee is charged, events that have commercial backing and services or events provided by other government departments unless there are extraordinary circumstances.

Policy Guidelines:

1. Fee rates are considered as per the current Fee Schedule for use of Council facilities.
2. User groups are assessed to determine the appropriate fee category
3. Only user groups fitting the following guidelines will be eligible to apply for a reduced rate or hire fee waiver:
 - Applicant groups, clubs or organisations must be not for profit
 - Applicant groups must provide an identifiable benefit to the community through activities and services
 - Applicant groups must be coordinated on a voluntary basis and not have paid employees to run the group's activities
 - Applicant groups charging a fee for activities must have those fees paid into a group or club account for the use of that group
 - Applications from individuals or groups acting as a business will not be considered at the community rate.

How to Apply:

Applicants must complete a Fee Category Assessment form and submit it with their Hall Hire Application Form.

Regular users or seasonal sporting groups may apply at the time of their first booking of the calendar year and if approved, the reduced rate will be carried over for future bookings up until 31 December or the end of your block booking (whichever arrives first).

Successful Applications:

Requests received for a waiver or reduction in hire fees will be considered on the basis of the policy aim and guidelines above.

The Manager, Community & Social Development is responsible for the approval of hire reductions and waivers and will refuse any requests not complying with the policy aim. Any applicant who is refused a waiver or reduction, does have the right to appeal to Council.

All requests for an annual hire fee reduction or fee waiver will be considered with the annual hall allocation process conducted in November and finalised in January of each year. Reductions or waivers granted to any one community group shall not exceed the total value of \$1500 per year.

Office Use Only		
FEE CATEGORY AS RECOMMENDED BY COORDINATOR:		
<input type="checkbox"/> Waiver	<input type="checkbox"/> Commercial/Private Regular	<input type="checkbox"/> Commercial/Private Casual
<input type="checkbox"/> Senior/Community Regular	<input type="checkbox"/> Senior/Community Casual	
<input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		
<div style="display: flex; justify-content: space-between;"> Signature: Date: </div> <div style="text-align: center; margin-top: 5px;">Coordinator, Mandurah Seniors and Community Centre</div>		
<div style="display: flex; justify-content: space-between;"> Signature: Date: </div>		