

Hire Payment Policy

1. Purpose

This document describes the process that the Centre undertakes to determine the charges, period of contract and payments related to Casual, Regular and Function hire agreements. The Centre's Delegated Authorities document supports this policy.

2. Responsibilities

It is the responsibility of the Centre's Board to ensure that this policy is implemented.
It is the responsibility of the Centre's Community Development Officer (CDO) to ensure that the procedures are implemented.

3. Principles

The Centre facility should be managed efficiently to ensure that the space utilised by the Centre for its own activities and is hired appropriately to the public. To ensure that the Centre is maintained adequately, to maximise its usage for all those who occupy the facility.

4. Definitions

BOM – Board of Management
CDO – Community Development Officer
CSO – Centre Support Officer

5. Procedures

Hire Agreement

- The hirer will be provided with the relevant Hire Agreement detailing the fees and payments required. This must be signed and Casual hirers pay the relevant fees to confirm the hire. By signing the Hire Agreement the hirer acknowledges that they understand all conditions and agree to them in full.
- A copy of the hirer's up-to-date Public Liability Insurance policy must be provided.
- Regular hirers will be invoiced monthly in arrears.
- Payment of fees is required by the 20th of the following month.

The Aberfoyle Community Centre will not accept responsibility for any circumstances arising from the failure of hirers to understand or to comply with these conditions.

The Aberfoyle Community Centre reserves the right to determine the application of financial penalties or terminate the contract as it sees fit for hirers whom it deems have breached these conditions of hire.

HIRE FEES

The hire fees are determined by the type of hire:

- **Community** – Not for profit organisations, eg. Agencies, Schools, churches and City of Onkaparinga events.
- **Professional:**, Businesses, private groups for profit.
- Regular hire fees are accepted in cash, cheque or direct debit.
- Casual/Function hire fees are accepted in cash or cheque only.

BONDS

Swipe Card bond

- Regular, Casual and Function hirers are charged a bond for their swipe card - this bond is retained upon failure to return the swipe card after their hire period has finished.
- All Casual and Function swipe card bonds are to be paid in cash only, Regular swipe card bonds in cash or by cheque.

Hire bond

- **Regular hirers bond** - The amount of bond is determined by multiplying the session hire rate by 4. This must be paid when the Hire Agreement is lodged. The bond will be retained upon failure of the hirer to pay fees for use of facilities or for damage to the Centre. This bond is to be paid by cheque or cash.
- **Casual/Function hirers bond** – The amount of bond is determined by the BOM dependent upon the room(s) hired. This must be paid when the Swipe Card is collected for the event.
- The bond will be retained upon failure of the hirer to pay fees for use of facilities or for damage to the Centre. This bond is to be paid in cash only.

Hire bond Refunds

- Casual hire and swipe card bonds are refunded in cash upon the return of the swipe card.
- Regular hire and swipe card bonds are refunded by cheque at the end of the hire period once all outstanding fees have been paid.

6. References

- Delegated Authorities Policy
- Conditions of Hire
- Hire Agreements