

# THE CROSSING THEATRE CONCESSIONAL USE POLICY



**Responsible Department:** Corporate Services  
**Responsible Section:** Corporate Services  
**Responsible Officer:** Director Corporate Services

## Objective

To provide a guide to Councillors, Staff and the community in relation to Council's position on giving concessional use of The Crossing Theatre

## Introduction

Section 356 (1) of the Local Government Act, 1993 states that "A council may, in accordance with a resolution of the council, contribute money or otherwise grant financial assistance to persons for the purpose of exercising its functions".

Section 356 (2) of the Local Government Act, 1993 states "A proposed recipient who acts for private gain is not ineligible to be granted financial assistance but must not receive any benefit under this Section until at least 28 days public notice of Council's proposal has been given".

Public notice is not required under Section 356 (3) of the Local Government Act, 1993 if the assistance is given under a specific program. The specific program must have been included in Council's draft operational plan, must not exceed 5% of Council's proposed rating levy and must apply uniformly to all persons or a significant group of persons in council's area.

## Policy

This policy will apply to Not-For-Profit community organisations and Schools that are based in Narrabri Shire Local Government Area.

### Event Criteria

Events groups eligible for assistance are:

- Registered Charities
- Not for Profit Organisations
- Registered Community Organisations
- Section 355 Committees of Council

- Schools within Narrabri Shire

Events not eligible for assistance are:

- Where a full cost recovery charge is applied;
- Where events have a business focus;

### **Application**

Any requests to be considered under this policy will require a completed application forms to be submitted to The Crossing Theatre Venue Manager for consideration at minimum of three months prior to the event to be held and will be replied to in line with the policy. Only those meeting the policy criteria will be granted Concessional Use of The Crossing Theatre as a one off event.

### **Hire Charges**

#### **Category A Customers: Full Charge Events**

Any event occurring that does not meet any Concessional Use Criteria. Being a Corporate or Private Event.

- As per Council’s Annual Revenue Policy.

#### **Category B Customers: Concessional Charge**

Any event occurring over more than one day is charged per day.

- As per Council’s Annual Revenue Policy.

### **Other Fees**

- As per Council’s Annual Revenue Policy.

### **References**

- *Local Government Act (NSW) 1993*

### **History**

<b>MINUTE NUMBER</b>	<b>MEETING DATE</b>	<b>DESCRIPTION OF CHANGE</b>
19/2013	5 February 2013	Adopted
164/2017	15 August 2017	Reviewed



# Application for Concessional Use Of The Crossing Theatre

IMPORTANT: The information provided by you on this form will be used to assist Narrabri Shire Council in determining the suitability of the volunteer for the task. The provision of this information is voluntary, however, if you do not provide the information, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Privacy Management Policy or in special circumstances, where Commonwealth legislation requires or where you give permission for third party access.

Date: .....

### Details of Organisation/Individual

Name of Applicant/Organisation responsible for the event/activity: .....

Contact Person: .....

Mailing Address: .....

Phone: ..... Mobile: .....

### Organisation Composition:

- Registered Charity .....
- Not For Profit Organisation .....
- Registered Community Organisation .....
- Section 355 Committees of Council .....
- Schools within Narrabri Shire .....

### Details of Event/Project

Please give a brief description of the event/project for which assistance is sought:

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.....  
.....

Date/s proposed for the event/project: .....

Facilities required for the event/[project]: .....

.....

### Office Use

Date Received: .....

Approved By ..... Date: .....