

Policy Manual

POLICY NUMBER	-	5.9
POLICY SUBJECT	-	5.9 Cummins Theatre – Waived or Discounted Hire Fees
ADOPTED	-	20 May 2007 (CMRef 29491)
REVIEWED	-	20 July 2010 (CMRef 30361)
REVIEWED	-	17 April 2018 (CMRef 82164)

Policy:

The CEO has the authority to consider discounted or waived hire fee/s up to an amount of \$1,500 for Events that satisfy each of the below criteria or is deemed suitable by the CEO:

1. The booking is made by a not-for-profit organisation *and* the Event is not-for-profit.
2. The Event targets all members of the community (private functions will NOT be considered unless deemed suitable by the CEO).
3. Positive and lasting outcomes from the Event for the community can be demonstrated.
4. The Event is widely marketed and can be seen to promote Merredin as a vibrant and sustainable community.
5. The Event does not compromise any existing paid bookings at Cummins Theatre.
6. The Event acknowledges the sponsorship of the Shire of Merredin.
7. The Event organiser has not received more than one donation from Cummins Theatre within the financial year.
8. An itemised quote for hire signed and dated no later than 30 days prior to the application being made must be provided along with the application for waived or discounted hire fees.
9. Recipients of donations provided through monies raised by an Event must benefit the Shire of Merredin and its residents.
10. Recipients of donations provided through monies raised by an Event must be a not-for-profit organisation.

Purpose:

Encourage and support increased community use of the Cummins Theatre.

Scope:

This policy applies to all applications for waived or discounted hire fees for the Cummins Theatre

Guidelines:

Events and donations will be considered on individual merit. Receipt of a donation of hire fees does not guarantee further donations in the future.

The value of each individual donation is subject to change depending on the duration of the Event. Where the Event is held over multiple days, this will be considered as a single donation.

Where block bookings are concerned, a donation may constitute provision of Cummins Theatre as a rehearsal space where a run of paid performances has been booked and paid for.