



# **MOSSSEL BAY MUNICIPALITY:**

## **COMMUNITY HALLS AND FACILITIES USAGE POLICY**

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## 1. PURPOSE

The purpose of this policy is to provide a framework for the management of Council's community halls and facilities.

The policy aims to ensure that a range of user groups have fair and equitable access to the facilities subject to Council's terms and conditions for use.

## 2. AVAILABLE FACILITIES

This policy applies to the following community halls and facilities

- Town Hall and Side Hall;
- Great Brak River Hall;
- Little Brak River Hall;
- Reebok Hall;
- D'Almeida Hall;
- KwaNonqaba Hall;
- Joe Slovo Hall;
- Sonskynvallei Hall;
- Brandwacht Hall;
- Dana Bay Hall;
- Asla Hall;
- Boggoms Bay Hall;
- Voortrekker Hall;
- Friemersheim Hall;
- Indoor Sports Centre;
- Hartenbos Library Hall;
- Herbertsdale Library Hall;

## 3. DEFINITIONS

**"Authorised Official"** means any person delegated by the Municipality to ensure compliance with this policy

**"Block booking"** means a standard booking made by an applicant for two (2) or more days per month for at least three (3) consecutive months

**"Director"** means the Director: Community Services or his/her delegated official and in the instance of the Indoor Sport Centre refers to the Director: Corporate Services or his/her delegated official.

**"Facility"** means the Town Hall and any of the community halls and facilities managed and maintained by Council as set out in this policy.

**“Prescribed Tariff”** means the tariffs charged for usage of the facilities as annually reviewed by Council and set out in the Tariff List

**“Service and Welfare Organisations”** means a non-profit organisation providing a community service and/or assistance on basic needs and/or emergency care to those in need

**“User”** means the person or group whose application for usage of Council’s facilities have been approved.

## 4. APPLICATIONS

- 4.1 Applications must be submitted on the prescribed form available from the Municipality’s Community Services Department and on the official website and must be submitted at least 10 working days before the event to the delegated official.
- 4.2 The application must be submitted with the prescribed deposit as per the Tariff List.
- 4.3 Applications received as per paragraph 4.2 will be considered on a “first come first served” basis.
- 4.4 Entrance keys for the specific facility will not be made available to the user. The authorised official will only provide access to the facility on receipt of payment of the full applicable tariff.
- 4.5 The user may collect internal keys the morning of the event, unless alternative arrangements have been made prior to the event.
- 4.6 The Director or his/her delegate will inform the applicant of the decision with regard to the application within seven (7) days of submission.
- 4.7 The applicant will be required to pay the necessary deposit upon application to the Municipality for the required facility.
- 4.8 The applicant will be informed should the application not be approved and reasons therefore. Refund of the deposit will be dealt with in terms of Paragraph 5.
- 4.9 Telephone bookings will be handled by officials, and where possible forms will be provided electronically. Payment must be done in terms of Paragraph 5.1

## 5. FEES, TARIFFS AND DEPOSITS

- 5.1 The full breakage deposit, hire tariff and any other usage fee for crockery and equipment must be paid within forty eight (48) hours of the application.
- 5.2 Fees, tariffs and deposits as contained in the Tariff List are annually determined in the municipal budget.
- 5.3 Should a booking be made before 1 July for an event taking place after 1 July the user will be required to pay the fees, tariffs and deposits that apply on the date of the event.
- 5.4 A user will forfeit his/her deposit should it be clear that another function is taking place than the one specified/applied for. The user will also be required to pay the difference, should there be one, in the applicable fees, tariffs and deposits.
- 5.5 The tariff paid is for use of the facility until 24:00.
- 5.6 Approval for refund of the deposit will be given upon confirmation that everything is in order by a joint inspection by the parties after the event.
- 5.7 The deposit will be refunded via electronic funds transfer within ten (10) working days after confirmation.
- 5.8 Hour tariffs:
  - 5.8.1 Hour tariffs will only be applicable from Mondays to Thursdays, excluding Public Holidays.
  - 5.8.2 Any organisation or individual qualifies to apply for the hour tariff.
  - 5.8.3 Hour tariffs for the same organisation or individual may only be booked twice per week.
  - 5.8.4 Hour tariffs during the day (08:00 to 16:00) will be charged at 1/8 of the day tariff plus 20%. E.g. if the day tariff is R800, the hour tariff will be  $R800/8 = R100 + R20 = R120$  per hour.
  - 5.8.5 Hour tariffs during the night (16:00 to 24:00) will be charged at 1/8 of the night tariff plus 20%. E.g. if the night tariff is R1 600, the hour tariff will be  $R1\ 600/8 = R200 + R40 = R240$  per hour.
  - 5.8.6 Facilities booked in terms of the hour tariff will be cleaned, except for preparation and repetition exercises (refer to paragraph 7.1.13 of this Policy).
  - 5.8.7 The hour tariff is payable for full hours only and not any part of an hour. If a facility is required for 1 hour and 15 minutes, two (2) hours should be booked and paid for.
  - 5.8.8 No additional discount will be given on hour tariffs.

## 6. CANCELLATIONS

- 6.1 The Municipality reserves the right to cancel a booking for a facility should the premises be:
  - 6.1.1 Destroyed and/or damaged to such an extent that it is not usable; or
  - 6.1.2 Become unavailable for any other reason beyond the Municipality's control.
- 6.2 The Municipality will as soon as is reasonably possible inform the user in writing should the circumstances occur in terms of paragraph 6.1.
- 6.3 Deposits for any cancelled bookings will be refunded on the following basis:
  - 6.3.1 Thirty (30) days and longer before the event – full refund of deposit received.
  - 6.3.2 More than fifteen (15) days but less than thirty (30) days prior to the event – refund of fifty percent (50%) of the deposit received.
  - 6.3.3 Cancellation fifteen (15) days or less prior to the event – no refund of deposit received.
- 6.4 Any deviation of paragraph 6.3 will be in the sole discretion of the Director upon application by the applicant.

## 7. SPECIAL AND DISCOUNTED TARIFFS

- 7.1 The following criteria as stipulated on the prescribed application forms must be indicated where applicable for the application to be considered for special or discounted tariffs.
  - 7.1.1 Activity/event will be to the benefit of the community.
  - 7.1.2 Events not directed at fundraising and where no entrance fee is charged.
  - 7.1.3 Activity is hosted by volunteers and provides a service to the community.
  - 7.1.4 Booking is for neighbourhood or special interest groups to gather, but is not a social function.
  - 7.1.5 Registered non-profit organisations.
  - 7.1.6 Schools and pre-schools for official gatherings.
  - 7.1.7 South African Police Service (SAPS) for official community gatherings and information sessions qualify for a discounted tariff once per week.
  - 7.1.8 Non-profit sport organisations.
  - 7.1.9 Registered charity organisations conducting charity work.
  - 7.1.10 Service and Welfare organisations.

- 7.1.11 Neighbourhood Watches qualify for a discounted tariff once per month for a meeting.
- 7.1.12 Indigent funeral ceremonies taking place between 09:00 and 13:00 on a Saturday morning can apply for a 50% tariff reduction, should more than one application be made for the same day and facility, the Director may shorten the timeframes for the ceremonies at his/her discretion or not approve any tariff reduction or only approve the first application. A death certificate, burial order or affidavit should accompany the application.
- 7.1.13 Preparation and repetition exercises on Mondays to Thursdays:
- During working hours (08:00 – 16:00) where the user requires no preparation or cleaning the user can apply for the hour tariff.
  - After working hours (16:00 – 24:00) where the user requires no preparation or cleaning services a discounted tariff of 50% of the applicable tariff will be payable.
- 7.1.14 Paid bookings will always receive preference above special or discounted tariff bookings.
- 7.1.15 If approved, special and discounted tariffs Monday to Thursdays will be 20% of the approved tariff, excluding hour tariffs.
- 7.1.16 If approved, special and discounted tariffs on Fridays and Saturdays will be 50% of the approved tariff, excluding hour tariffs.
- 7.1.17 Special tariffs for Sundays only for churches and only for sermons (not weddings, fundraising or any other function):
- One (1) booking per church is allowed for one of three (3) 4-hour slots.
  - The slots are from 08:00 to 12:00, from 13:00 to 17:00 and from 18:00 to 22:00.
  - The tariff per 4-hour slot would be 50% of the day (slots 1 and 2) or night (slot 3) tariff, plus 20% of the tariff. E.g. if the day tariff is R1 000, slots 1 and 2 would be R500 + R100 = R600 for the 4-hour slot. If the night tariff is R1 600, the fee payable for slot 3 would be R800 + R160 = R960.
  - Bookings cannot be made more than 5 working days before the Sunday the booking is made for.
  - Bookings will be accepted on a first come first served basis.
  - As there is only one (1) hour reserved between the slots applicants are urged to vacate as soon as their slot time has lapsed.
  - Only basic cleaning will be done between slots.
- 7.2 Special and discounted tariffs are applied in terms of the Municipality's Tariff List, as reviewed annually, at the discretion of the Director on meeting the above criteria with regard to type of organisation and purpose of the event.
- 7.3 Special and discounted tariffs will only be provided once per week to any qualifying institution from Mondays to Thursdays.
- 7.4 Special and discounted tariffs will only be provided to any qualifying institution on Fridays and Saturdays at the discretion of the Director and the Director's decision will be final.

- 7.5 Block bookings will not be done more than one (1) month in advance before the first block booking is made for applicants applying for special or discounted tariffs.
- 7.6 Users that regularly apply for block bookings may be requested to change a booking for other paid bookings and municipal functions.
- 7.6 Discounts will not be considered in the following instances:
  - 7.6.1 Business and trade activities.
  - 7.6.2 Usage for personal gain.
  - 7.6.3 Any social function (eg. Dances).
  - 7.6.4 If municipal account of the applicant is in arrears.
  - 7.6.5 User will gain an income from the function/event except in instances of the event being hosted by a service or welfare organisation.
  - 7.6.6 Hosting of music festivals.
  - 7.6.7 Weddings and Receptions.
  - 7.6.8 Conferences.
  - 7.6.9 Political meetings.
- 7.7 Free usage will only be granted in the following instances:
  - 7.7.1 Ward Councillors once each quarter for ward meetings where relevant municipal officials must be present subject to Paragraph 8.13. Should no municipal officials be present the normal tariff for usage of the facility will be payable.
  - 7.7.2 Bookings made by municipal officials for a meeting, event or function arranged by the Municipality. No official may make a booking on behalf of an organisation or business for the organisation or business to qualify for a discounted tariff. A municipal official, not the caretaker, must always be present at the function, event or meeting.
  - 7.7.3 Community Safety meetings involving at least, but not limited to, the Community Safety Department of the Municipality, the SAPS and a Neighbourhood Watch group qualify once per month if the meeting is held on a Monday to Thursday during office hours otherwise, if it is after hours, they qualify for the discounted tariff.
  - 7.7.4 SAPS for official meetings once per week, Mondays to Thursdays and only during business hours.
  - 7.7.5 The Department of Health handing out medication, vaccination campaigns or blood transfusions.
  - 7.7.6 The Department of Home Affairs providing a service to the community.
  - 7.7.7 The South African Revenue Service (SARS) providing a service to the community.
  - 7.7.5 If a booking for free usage is made and is not taking place any longer and the booking is not cancelled 24 hours before the meeting, the person

or organisation that made the booking or the official responsible may be held accountable for any costs incurred with regards to the booking.

## 8. GENERAL TERMS

- 8.1 A full inspection of the facility will be conducted by the authorised official and the user prior to handing over the facility for the event. An inspection control list will be completed and signed by both parties.
- 8.2 The facility must only be used for the event specified/applied for. The user may not make the facility available for use by any other party. The user will forfeit his/her deposit should this condition not be adhered to.
- 8.3 The user is required to make his/her own arrangements regarding additional furniture, equipment and/or any other item required for the event.
- 8.4 The tariff for the facility does not include the services of municipal personnel or any professional services.
- 8.5 Usage of the facility may not be publicly advertised by any person prior to receiving written approval of the application by the Municipality.
- 8.6 The maximum capacity of the facilities may not be exceeded during any event and the user must adhere to the Fire Brigade Services Act, No. 99 of 1987 and Safety at Sports and Recreational Events Act, No. 2 of 2010 in this regard.
- 8.7 The Facility Usage General Terms and Conditions, will be provided to the user upon application and must be fully signed as acceptance thereof and handed in with payment of the deposit and must be strictly adhered to.
- 8.8 The Facility Usage General Terms and Conditions may be reviewed by the Director as and when required.
- 8.9 The authorised official will have the right of free access to the facility for the duration of the applicant's hire to ensure that the Facility Usage General Terms and Conditions are complied with and adhered to.
- 8.10 Any deviation from the Facility Usage General Terms and Conditions must be rectified within one (1) hour of request by the authorised official prior to the event commencing. Should the applicant not adhere to the official's request / directive the applicant's deposit will be forfeited and used to rectify any damage caused to the premises.
- 8.11 The applicant must ensure that all permits and licences required to host the event are obtained and proof thereof submitted to the Municipality prior to the event. Should proof thereof not be submitted the Municipality reserves the right

to cancel the booking. Refund of the deposit will be dealt with in terms of paragraph 6.

- 8.12 Special tariffs and discounts are applied in terms of the Municipality's Tariff List as reviewed annually.
- 8.13 Free usage of facilities by Ward Councillors must be recommended by the Speaker to the Municipal Manager for approval and will be limited to one use per quarter for a specific facility, subject to availability.
- 8.14 The Director may, in consultation with the Municipal Manager
  - 8.14.1 refuse the applicant to hire any facility; or
  - 8.14.2 impose a restriction on the applicant for a specified period not exceeding six (6) months;should the applicant not adhere to the Facility Usage General Terms and Conditions.
- 8.15 The applicant must adhere to all applicable legislation, municipal by-laws and policies that apply to the facility and event taking place.

## 9. IMPLEMENTATION

This policy will be known as the Mossel Bay Municipality Community Halls and Facilities Usage Policy and will be implemented from 1 July 2017.

**MOSSEL BAY MUNICIPALITY**  
**FACILITY USAGE GENERAL TERMS AND CONDITIONS**

1. No nails, screws or rivets may be driven into wood, walls and stage.
2. Smoking is strictly prohibited in all community halls.
3. No cigarette butts may be deposited in flower pots.
4. Crockery must be washed and dried.
5. Crockery must be sorted in order.
6. Any damage to crockery or the building will be the responsibility of the user.
7. All materials used during the function must be removed by the user.
8. All music must be within acceptable noise norms. The timers will automatically go off at 24h00. The municipality will not be held liable for any damages to equipment.
9. No equipment of the municipality may be removed during or after a function
10. All décor must be removed before 12:00 the following day unless permission is granted by prior arrangement.
11. The user is responsible for tidying the hall, kitchen and pub after the event.
12. All waste material, including food, must be removed in a proper manner.
13. Council will not be held liable for any equipment of the user lost or damaged during functions.
14. No vehicles will be permitted in the hall.
15. No Fireworks may be used inside or outside the community halls.
16. If a braai or spitbraai is held outside during a function the user must ensure that the area is cleaned and that all fat on the paving is properly washed away.
17. Fixtures inside the hall may not be removed.
18. The user is responsible for his own sound equipment and stage lighting.

19. Tables and chairs must not be dragged over the wooden floors.
  20. Walls must under no circumstances be dirtied.
  21. All equipment inside the facility must be switched off when not in use and upon vacating the facility.
  22. All lights must be switched off upon vacating the facility.
  23. No décor may be attached to the curtains of the hall
  24. The user will be responsible for any damage to ablution facilities
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