The District Council of Ceduna **POLICY**	**USE OF CEDUNA MEMORIAL HALL**	Policy #	6.5 / 7
		Issued:	21 October 2026
		Next review	October 2030

Category:	Infrastructure & Operations Services	**Classification:**	Public
First Issued:		**Review Frequency:**	4 years
Legislation:	Nil		
Relevant Forms:			
Related Procedures:			
Responsible Officer:	General Manager Corporate, People & Compliance		
Adopted on :	21/10/2026		

1 Introduction

The Ceduna Memorial Hall is a community owned facility that is available for use by individuals, businesses and organisation through occasional hire, licence or lease.

2 Purpose

The purpose of this Policy is to establish clear and consistent guidelines for the use and management of the Ceduna Memorial Hall on behalf of the community, and complements the Ceduna Community Hall Community Land Management Plan, available to be viewed on Council's website www.ceduna.sa.gov.au.

3 Legislation

The Ceduna Community Hall is classified as community land under Division 3 of the Local Government Act 1999 ("The Act"). The management and use of the facility is undertaken in accordance with:

- The Local Government Act 1999
- The Community Land Management Plan for the Ceduna Community Hall
- Council's relevant policies and procedures

4 Applicant

Applicants are categorised as follows:

Local Community Group – volunteer groups, religious & sporting groups who operate within the Council area and wish to hire the facility for the purpose of fundraising for their group.

Private – A person hiring for the purpose of a private event or function.

Others – Businesses, Government & Non-government agencies & service providers, regardless of whether a commercial or charitable entity.

5 Application Types

Applicants for the use of the Ceduna Memorial Hall may apply for the following:

5.1 Occasional Hire

Applicants wishing to hire the Ceduna Memorial Hall must complete Councils Ceduna Memorial Hall Application for it to be assessed before approval can be provided.

The applicant will be required to complete and lodge an application form "Form 6.1164 Hall Hire Permit application" and supporting documents and information requested, which include:

- A certificate of currency for public liability insurance with a minimum cover of ten million dollars ($10,000,000).
- Provide a Food Business Notification Number (if food is being sold or handled)
- Provide a copy of a limited liquor licence (if alcohol is being sold, served or supplied).
- Payment of a bond

Partial Hall Hire (3hrs Max)

- This option is available for individuals, groups or businesses (eg 6pm – 9pm yoga class), however the booking can be rescheduled at Councils discretion if another applicant requests a full day hall hire.
- This option is only available for hire of Areas A, B C and the hourly fee calculated will be 1/8th of the daily hire rate of the area being hired.

Set up and Pack up

- 4 hours on each day; immediately prior and after the event is available to the applicant at No Charge (subject to availability).
- This option is only available for hire of Areas A, B & C

5.2 Lease or Licence

5.2.1 Council will consider an application for a longer term lease or licence arrangement, for the hall or a part of the hall facility if the proposed use of the leased area:

a. Is for the purpose of providing or delivering an inclusive service (whether of either a commercial or not for profit nature) to the general wider community;
b. Is a place where people can meet, interact and connect
c. Is considered complementary to other potential hirers or users of the facility
d. Is considered to provide a positive benefit to the CBD precinct.

5.2.2 Applications will be assessed by 2 Senior Managers who will determine eligibility based on the assessment criteria contained within Table 1: Matrix – Assessment Criteria

5.2.3 Applicants with a score of > 70% will be considered for a lease/licence

Table 1: Matrix – Assessment Criteria	Weighting %	Score (1-10)
User Suitability • Will the user provide or deliver an accessible and inclusive service to the general wider community. • Does the proposal provide a space for community members to meet, interact and connect with others. • Is it proposed that the business will contribute to increased use and activation of the Hall • Is there the potential for the user to complement other users and activities undertaken within the Hall.	**25%**	
User Experience • previous experience operating or working within a similar business or service; • relevant qualifications, licences or accreditation; • demonstrated business and financial management capability; • references or evidence of previous successful operations.	**25%**	
Financial Benefit to Council & ratepayers • additional revenue; • contribution by the user towards utilities, maintenance, cleaning and other operational costs • potential to reduce Council expenditure associated with managing and maintaining the leased areas; • potential reduction in Council resources required to operate the facility; and • increased use of the Hall without requiring significant additional Council expenditure.	**25%**	
CBD Activation & economic benefit Does the proposed business: • Introduce a new business, service or activity to the CBD; • Provide local employment opportunities • Have the potential to attract additional visitors to the town centre & encourage additional pedestrian activity & visitation • Support local suppliers and other local businesses • Have the potential to positively improve the presentation of the surrounding CBD area • Likely to have a positive impact on the CBD precinct	**25%**	

5.2.4 Any lease/licence agreement will include the following terms & conditions:

a) The use of the facility must deliver an accessible and inclusive service to the general wider community;
b) Provision for other users to access the facility subject to a minimum notice period.
c) Provision for the use of the facility by Council as identified within Council's Emergency Management Plan or Continuity Plan, as amended from time to time.
d) A lease/licence fee that reflects a fair and reasonable market rate based on the agreement conditions.
e) A 1-month bond is payable

5.2.5 Enquiries for lease or licence can be forwarded to: council@ceduna.sa.gov.au

6 Areas Available for Hire or Lease/Licence

The Ceduna Memorial Hall offers the following areas for hire or lease/licence:

Area A: Entire Hall (inc. 2 x foyers & kitchen)

Area B: Main Hall Area + Area E (inc. Poynton Street foyer)

Area C: Main Hall Area + Area D (inc. kitchen & Western Foyer)

Area D: Kitchen & Western Foyer only

Area E: Eastern Foyer (Poynton Street)

7 Fees & Charges

Fees & Charges are reviewed and set each year by Council and are listed in Council's Fees and Charges Register located on the District Council of Ceduna website at www.ceduna.sa.gov.au

Discount

- A discount of up to 50% may apply to a Local Community Group application for an occasional hire of the hall (Areas A, B, C, D) for delivering a service or program which is accessible for all community members.
- Discount does not apply to the Poynton Street Foyer (Area E).
- Discounts are only applicable on short-term occasional hire arrangements
- The authority to apply discount or waive any fees or is determined by Councils Delegation Register.