

FEE CATEGORY ASSESSMENT APPLICATION FORM

This form is for assessment purposes only. The appropriate fee category will be confirmed in writing. Approvals apply to hire fees only. Full bonds and administration charges are still applicable.

Applicant Group/Club:	
Contact Person:	
Telephone:	
Email Address:	
Postal Address:	
Venue Requested:	
Start Date:	Finish Date:
ABN Number:	
Business/Trading Name:	
Incorporation Number:	

Please answer all of the following questions:

1. Is this form being submitted together with a City of Mandurah Facility Hire Application form? YES NO
2. Please circle the categories that best describe your organisation. *(More than one description may be applicable)*

Not for Profit	Sporting	Recreational	Arts & Craft	Performing Art	Community Service	Commercial Business	Youth	Senior
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3. Is your group or organisation run on a voluntary basis? YES NO
4. Are volunteers engaged in coordinating the activities of the group? YES NO
5. Are fees being charged to attend the activity (if yes supply details)? YES NO
6. Are these fees being paid into an account for the future use of your group? YES NO
7. After expenses, does your club/group derive a profit from the activity? YES NO
8. What percentage of your participants are aged 55 years and over or 17 years and under?
9. Describe the purpose of your group or organisation and describe how your activity benefits the community:
.....
.....
10. Identify the main target group/s that will benefit from this activity:
.....
.....



Mandurah Matters Strategic Community

To ensure people can continue to collaborate on what they believe they can contribute to the future of Mandurah the [Strategic Community Plan 2020-2040](#) was developed as a shared vision for Mandurah, based on input from the community. The Plan is a blueprint for achieving the vision over the next 20 years.

11. Demonstrate how your project/programme/initiative is aligned to the Mandurah Matters Strategic Community Plan.

Please tick relevant community outcomes

Economic	Social	Health	Environment
<input type="checkbox"/> Supporting and empowering local businesses	<input type="checkbox"/> Engaging, enabling and promoting youth	<input type="checkbox"/> A compassionate, interconnected whole of health system	<input type="checkbox"/> Nature having a voice at the table in all decisions
<input type="checkbox"/> Creating local jobs and opportunities	<input type="checkbox"/> People feeling safe no matter where they are	<input type="checkbox"/> Technology and infrastructure that aids in better health	<input type="checkbox"/> A beautiful, clean, and sustainable environment for all
<input type="checkbox"/> Fostering innovation and creativity in enterprise	<input type="checkbox"/> Hearing and embracing all voices	<input type="checkbox"/> Readily available, highly accessible services and facilities	<input type="checkbox"/> Preserving and celebrating the waterways - our greatest asset
<input type="checkbox"/> A diversity of employment, industries and enterprise	<input type="checkbox"/> Vibrant and welcoming places for all to share	<input type="checkbox"/> Appropriate support for an ageing population	<input type="checkbox"/> Protecting the natural environment for generations to come
<input type="checkbox"/> Giving consideration to the impact of industry on the environment	<input type="checkbox"/> Protecting the natural environment as we create shared spaces	<input type="checkbox"/> An understanding of the importance of a protected natural environment in preventative health	<input type="checkbox"/> Deep engagement and respect for the environment

Please describe:

Declaration

I being the duly authorised representative of the applicant, in endorsing this application, confirm that all of the information provided above is true and correct. I acknowledge that it is my responsibility to advise Recreation Services if the circumstances of my group change in relation to the above criteria.

Signature: Date:



FEE CATEGORY ASSESSMENT
APPLICATION GUIDELINES

Aim
Groups, clubs and organisations that are involved in fundraising events or other service provisions for the benefit of the Mandurah community may apply to be considered for a lower fee category, a reduction or a fee waiver for the use of council’s facilities.

This will include registered public benevolent institutions that have a proven record of supporting Mandurah residents or can show the intention of servicing the local community.

It will also give recognition to groups that have contributed to improvements to a facility. The City of Mandurah will not generally support events or activities to which an entry fee is charged, events that have commercial backing and services or events provided by other government departments unless there are extraordinary circumstances.

Guidelines

1. Fee rates are considered as per the current Fees and Charges Schedule for use of City of Mandurah facilities.
2. Hirer applications are assessed to determine the appropriate fee category i.e. community rate, junior rate or senior rate.
3. Only hirer groups fitting the following guidelines will be eligible to apply for a reduced rate or a hire fee waiver:
 - Applicant groups must provide an identifiable benefit to the community through activities and services.
 - Applicant groups must engage volunteers as part of the group’s activities.
 - Applicant groups charging a fee for activities must have those fees paid into account for the use of that group.
 - Applications from individuals or groups acting as a business will not be considered at the community rate but may qualify for a reduction on the commercial rate.
 - Applicant groups seeking a reduced rate for juniors/seniors must meet the following criteria
 - SENIOR RATE: Applicant’s must have a minimum of 75% of their participants being 55 years of age or over.
 - JUNIOR RATE: Applicant’s must have a minimum of 75% of their participants being 17 years of age and under.

How to Apply

Applicants must complete the application form and submit it with a *City of Mandurah Facility Hire Application form*. Regular hirers or seasonal sporting groups may apply at the time of their first booking of the calendar year and if approved, the reduced rate will be carried over for bookings up until the 31 December or the end of your block booking (which ever arrives first). Confirmation of a successful fee reduction will be advised in writing and will state the category approved.

Applicants may be asked to provide further information to support their application such as charity registration or financial records.

Successful Applications

Requests received for a waiver or reduction in hire fees will be considered on the basis of the guidelines above. The Manager, Recreation Services is responsible for the approval of hire reductions and waivers and will refuse any requests not complying with the aim of this assessment. Any applicant who is refused a waiver or reduction has the right of appeal.

All requests for an annual hire fee reduction or fee waiver will be considered with the annual hall allocation process conducted in November and finalised in January of each year. Reductions or waivers granted to any one community group shall not exceed the total value of \$1500.00 per year.

Office Use Only

Recreation Officer Signature: Date:.....

Recommendation SRO:

Manager Sport & Recreation Date:.....

NOTES

COMMUNITY RATE JUNIOR RATE SENIOR RATE WAIVER
 CHARITY REDUCTION (50%) COMMERCIAL REDUCTION (40%)
 APPROVED NOT APPROVED

