



KIOSK HIRE

Responsible Officer: Manager Planning and Customer Services	Document No:	13
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Purpose

The purpose of this policy is to establish a framework for the hire of the kiosk situated at the corner of Murphy and Reid Streets, Wangaratta.

Statement

Hire Criteria

The kiosk shall be available for hire by all voluntary, not for profit, community, charitable, educational or recreational groups/organisations whose membership is predominantly comprised of local citizens.

Use of the facility by persons or organisations for commercial purposes shall not be permitted.

Hire Fee

The fee for the hire of the kiosk shall be as adopted by the Council from time to time.

The fee shall be paid at the time the kiosk is booked for use unless other appropriate payment arrangements endorsed by the Chief Executive Officer or Director Business Services, apply.

Booking Arrangements

Bookings for the kiosk shall be managed by the Customer Services Unit of the Rural City of Wangaratta.

Applications will be considered in order of receipt on a "first come - first served" basis and will be confirmed upon receipt of fee payment.

Hours of Use

The kiosk shall be available for use between the following hours:

- Monday to Friday 8.00am - 9.00pm
- Saturday 9.00am - 12noon

Use of the kiosk outside these hours shall be subject to the prior approval of the Chief Executive Officer or Director Business Services.

Street Stalls

All streetstalls proposed to be conducted within the Central Activities Area (CAA) of Wangaratta must be held in the kiosk. Only one (1) stall shall be permitted to be conducted on any one day.

Insurance

Insurance for the premises is held by the Rural City of Wangaratta. Activities conducted by the hirer is not covered by the Council's Insurer. Separate insurance cover should be effected by the hirer for indemnity purposes.

Cleaning

The kiosk must be left in a clean and tidy condition following use.

Compliance

Hirers of the facility must ensure that any permits or legislative requirements necessary for the conduct of activities by the hirer are obtained from the relevant authority before the kiosk is utilised.

Access

Access to the kiosk will be arranged by the Council. The kiosk will be unlocked prior to the required hire period by Council employees and must be secured after use by the hirer (dead-lock latch closure).

Definitions

'Central Activities Area' has the same meaning as under the Wangaratta Planning Scheme.

References

- *Wangaratta Planning Scheme*