



High Risk Bookings in Community

Facilities Venues Council Policy

Responsible Directorate: Corporate Services

Objective: To ensure the responsible use of the City's hireable community ~~facilities and leisure centres~~venues

1. Authority:

This policy has been prepared in accordance with Part 12 of the *Local Government and Public Property Local Law 2014* which allows Local Governments to set conditions on the use of Local Government property.

2. Application:

This policy shall apply to casual private bookings in the City's hireable community venues~~facilities~~including Leisure Centres.

3. Definitions:

“**casual private booking**” means a one-off booking of a facility-hireable community venue by an individual person (ie not a community group)

“**high risk booking**” is a booking in a facility-hireable community venue which, in the City's opinion, has considerable potential to result in property damage, vandalism and/or anti-social behaviour. These bookings include (but are not limited to) a birthday party in the age range 16 – 21, a buck's / hen's night or other similar function and / or involve the sale or provision of alcohol to more than 50 guests.

34. Statement:

The City of Joondalup intends to minimise the risk of property damage, vandalism and anti-social behaviour occurring in and around public property by placing additional conditions on bookings the City assesses to be high risk.

Applications for casual private bookings in hireable community facilities-venues that are assessed as high risk will be required to pay a higher bond, engage licensed security staff and/or other

conditions that the City deems necessary to minimise the risk of property damage, vandalism and anti-social behaviour.

45. Details:

4.15.1 Casual Booking Applications

- a. All requests for use of the City's [hireable](#) community ~~facilities and leisure centres~~[venues](#) must be made by submitting a ~~signed~~ booking application. Applicants are required to provide specific details about their booking including the type of function, number of guests and whether alcohol will be provided or sold.
- b. The City assesses an application prior to confirming the booking.
- c. If the City assesses a casual private booking application as high risk, the City will contact the applicant and advise that additional conditions will apply for the application to be approved, in accordance with Part 12 of the *Local Government and Public Property Local Law 2014*.

4.25.2 Requests for Special Consideration

- a. An applicant who has been advised that their booking application approval has additional conditions may write to the Chief Executive Officer requesting special consideration.
- b. The Chief Executive Officer at their absolute discretion may approve or not approve a request for special consideration.

4.35.3 Penalties for providing false or misleading information

- a. An applicant who provides false or misleading information on their booking application may be issued an infringement in accordance with the *Local Government and Public Property Local Law 2014*.

Creation Date: August 2015 [\[CJ148-08/15\]](#)

Amendments: N/A [\[CJ###-08/22\]](#)

Related Documentation:

- *Alcohol Management Policy*
- *Local Government and Public Property Local Law 2014*