



COMMUNITY & RECREATION SERVICES  
**ASSESSMENT FORM - APPLICATION FOR CASUAL FEE WAIVER**  
(PLEASE COMPLETE IN BLOCK LETTERS)

818 Pacific Highway, Gordon NSW 2072 | Locked Bag 1006, Gordon NSW 2072

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The Policy for Management of Community and Recreation Land and Facilities allows for community groups to be considered for a fee waiver for Casual Hire for one of Council's Community Facilities. Applications are assessed on a first come basis and the fee waiver may be granted in full or in part. This Assessment form must be completed by the user group when requesting a fee waiver. Fee Waivers will only be considered together with the Application for Casual Hire prior to the confirmation of booking.

**(attach this form to casual booking form- if sent later please provide details of your booking request)**

**Casual Booking Event** \_\_\_\_\_

Contact details \_\_\_\_\_

### CRITERIA (self assessment)

Yes  No  Don't Know  Our organisation, or its branch, is based within the local government area of Ku-ring-gai.

Yes  No  Don't Know  Our organisation is principally run by volunteers.

- Please state the reasons you consider why Council should waive fees for this booking

- How will your booking/event provide a wider community benefit?

I(Name) \_\_\_\_\_

being an authorised representative of (community group) \_\_\_\_\_

verify this information to be true and correct.

(Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

#### Council Assessment

Booking Officer: \_\_\_\_\_

Manager: \_\_\_\_\_

Director Community: \_\_\_\_\_

Approved  Not Approved  Fee Waiver (discount to be applied) \$ \_\_\_\_\_

## GUIDELINES

- a. The organisation, or its branch, must be based within the local government area of Ku-ring-gai.
- b. The organisation is principally run by volunteers.
- c. Any waiving or discounting fees will not lead the organisation to expect Council to do so in future years.
- d. The accounts be issued for the full amount of the rental, recording the fee waived or discounted by Council.
- e. The clubs whose fees have been waived or discounted be asked to publicly acknowledge Council's contribution on their printed material where appropriate.
- f. Processing the applications will be on a 'first come, first served' basis until the figure set by Council is reached.
- g. The waiving or discounting of fees will be considered only as a result of extreme external impacts or extenuating circumstances.
- h. Consideration will only be given to those requests where there is a wider community benefit than for the organisation seeking the discount or waiving of fees.
- i. Requests to discount or waive fees will not be considered for peak hiring times.
- j. "The event must be run and advertised as 'smoke free.'"