

EVENTS AND FESTIVALS BOND POLICY

Policy Reference No:

File Reference No: HCC13/183

Strategic Objective: Social Inclusion

Date of Adoption: 14 April 2014

Date for Review: March 2019

Responsible Officer: Manager, Marketing and Communications

Department: Marketing and Communications

EVENTS AND FESTIVALS BOND POLICY

1. POLICY STATEMENT

- 1.1 Council will obtain a bond for all outdoor activities on Council land. The value of the bond shall be determined by reference to the Bond Value Matrix (attachment one).

2. PURPOSE

- 2.1 This policy is to ensure an equitable and consistent bond management process.

3. SCOPE

- 3.1 This policy applies to those submitting an event application to hold an event on Council land.
- 3.2 This policy does not apply to indoor facilities such as halls, conference rooms or neighbourhood houses. These facilities have their own fee structure, which may include a bond.

4. OBJECTIVE

- 4.1 To ensure Council land that is used for events and festivals is retained in its pre-event condition.

5. POLICY IMPLEMENTATION

- 5.1 The Bond Policy provides equity and consistency to those being charged a bond and ensures the appropriate management of the bond.
- 5.2 The Bond Policy recognises that the value of a bond can be determined by looking at the specifics of the event and ascertaining the degree of risk to the site.
- 5.3 Risk is determined by consideration of the number of people expected to attend, the amount and type of infrastructure on site, and the nature of the event (whether it is being held for a fundraising, community, commercial, private or a corporate purpose).
- 5.4 To determine the value of the bond, a Bond Value Matrix (attachment one) has been devised to provide a sliding scale where the value of the bond increases in line with the level of event risk.
- 5.5 A bond may be waived for not-for-profit community events that are unlikely to negatively impact the condition of the site or residential amenity, and where there is mutual benefit to Hume City Council and specific acknowledgement of the cultural heritage of Hume City. An application

Policy Reference No:	Date of Adoption: 14 April 2014
Review Date: Policy - March 2019 Bond Value Matrix - annually through Council's budget process	Responsible Officer: Manager Marketing and Communications
	Department: Marketing and Communications
Page 2 of 5	

EVENTS AND FESTIVALS BOND POLICY

must be in writing and will be decided by the Director Organisation and Community Learning.

- 5.6 Any waiving of the bond will be considered as sponsorship by Hume City Council and in line with Council's Sponsorship Policy, an acknowledgement of the contribution must be made.
- 5.7 It is intended that the bond will be refunded if the land is returned in pre-event condition. However, if the site is damaged or not left in its pre-event condition, the bond will be used to cover the cost of reparation.
- 5.8 If additional costs are incurred, Council will enter into discussions with the event organiser to recover the costs to repair the site to its pre-event condition. In circumstances where the bond is insufficient to cover the cost of reparation, in line with the agreed conditions of use of the site, Council will send an invoice for an additional amount.
- 5.9 Reparation costs include, and are not limited to, those associated with clearing litter; fixing damage to the site's irrigation, roads and kerbs; grass and turf; and other repairs to Council property.
- 5.10 The decision to return or revoke the bond will be informed by reports from departments across Council depending on which land is being used.
- 5.11 If Council makes the decision not to return the bond and the event organiser would like to dispute this decision, then a written appeal is required to be sent to the Coordinator Events and Festivals.
- 5.12 The written appeal in relation to the return or revoking the bond will be reviewed and an outcome will be determined by the Director, Organisation and Community Learning within Hume City Council.
- 5.13 This policy is available to the public and the organisation via the External and Internal Event Guides on Council's internet and intranet. An Events and Festivals Bond Management Procedure has also been developed as an internal working document that outlines the process to be undertaken by Council staff to ensure the requirements of the policy are met.
- 5.14 The Bond Value Matrix is to be reviewed annually through Council's budget process and the Bond Policy will be reviewed every five years.

6. DEFINITIONS AND ABBREVIATIONS

- 6.1 **Bond** – monies paid as part of a financial agreement to protect against any damage to the land and ensure it is reinstated to its pre-event condition.
- 6.2 **Council land** – a park, reserve or any other site/land which is owned by Hume City Council.
- 6.3 **Pre-event condition** – the condition or state that the site/land should be in once the event is complete.

Policy Reference No:	Date of Adoption: 14 April 2014
Review Date: Policy - March 2019 Bond Value Matrix - annually through Council's budget process	Responsible Officer: Manager Marketing and Communications
	Department: Marketing and Communications
Page 3 of 5	

EVENTS AND FESTIVALS BOND POLICY

- 6.4 **Bond Management Procedure** - the process for which Council determines and manages bonds for those applying to hold an event on Council land.
- 6.5 **Damage** – any loss of condition or value.
- 6.6 **Infrastructure** – Equipment that is being brought onto the land including, and not limited to, marquees/tents, stages, generators, toilets, carnival/amusements, vehicles or skip bins.

7. RELATED DOCUMENTS

- 7.1 Bond Management Procedure
- 7.2 Internal Events Guide
- 7.3 External Events Guide

Policy Reference No:	Date of Adoption: 14 April 2014
Review Date: Policy - March 2019 Bond Value Matrix - annually through Council's budget process	Responsible Officer: Manager Marketing and Communications
	Department: Marketing and Communications
Page 4 of 5	

EVENTS AND FESTIVALS BOND POLICY

Attachment One:

The Bond Value Matrix indicates the value of the bond considering these factors:

BOND VALUE MATRIX					
	Fundraising	Community	Corporate	Commercial	Private
Number of people expected:					
Up to 250	\$55.90	\$111	\$335	\$559	\$111
Between 250-1,000	\$111	\$392	\$783	\$1,099	\$392
Between 1,000-3,000	\$167	\$551	\$1,099	\$2,238	\$559
Between 3,000-5,000	\$222	\$839	\$1,678	\$2,798	\$839
Over 5,000	\$279	\$1,099	\$2,238	\$3,358	\$1,099
PLUS					
Infrastructure*:					
Minor – between 0-5 items	\$55.90	\$279	\$335	\$559	\$55.90
Average – Between 6-10 items	\$167	\$727	\$1,099	\$1,678	\$167
Major – More than 11 items	\$279	\$1,099	\$2,238	\$3,358	\$279

Definitions:

Fundraising - an event where all profits raised will be received by a charity or local community group(s). For example: a BBQ or celebration where participants make a donation, or a fun run where there is an entry fee, and all the monies raised go to charity.

Community – an event auspiced by a community group or organisation where the core purpose of the event is for community benefit. The event and the group/organisation must be not for profit. For example: an agricultural show or community festival.

Corporate – an event that is organised by a business or commercial organisation for employees. For example: a staff Christmas party.

Commercial – an event that is intended to gain a profit. For example: circus, exhibition or demonstration where an entry fee is charged.

Private - an event by invitation only and not opened to the general public. For example: birthday party or wedding.

*see definition of infrastructure on page 4 for inclusions

Policy Reference No:	Date of Adoption: 14 April 2014
Review Date: Policy - March 2019 Bond Value Matrix - annually through Council's budget process	Responsible Officer: Manager Marketing and Communications
	Department: Marketing and Communications
Page 5 of 5	