

Description of Fee, Charge, Penalty plus conditions	Unit	2023/24 Rate Including GST	GST	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph
COMMUNITY FACILITIES						
Events in Parks (other than wedding ceremonies)						
Go to Applications, Approvals, Permits and License section of fees and charges schedule for additional information on the operation of events and activities in parks and reserves.						
Definition						
Regular Bookings Regular means anything that is not a one-off event/booking by one organisation. Council does not accept permanent bookings of its venues and facilities preferring to take Regular Bookings to ensure that venues and facilities are available for one-off events, this allowing wider use of the facilities by community groups and members. Applications for regular use of the venue or facility will only be accepted on the understanding that the booking may be required to be cancelled/rescheduled in preference of major events that require the use of the venue or facility. Cancelling or rescheduling of bookings by Council may be done at the discretion of a manager. Regular users will be afforded the maximum amount of notice possible and will not be financially disadvantaged.						
Public/Commercial Use Individual and/or family use, social, for profit entities, corporate hire and Government Departments & Community Groups not eligible for under the Local Not For Profit Organisation and Local Schools fee.						
Local Not for Profit Organisations and Local Schools Not for profit organisations and schools located within the Douglas Shire that can demonstrate that the event/activity is beneficial to the community and is operated directly by the organisation . Fee exemption applies to one-off casual/temporary events/activities only. Fee exemptions do not apply to Sugar Wharf . Eligible applicants must submit a Charity Certificate, Certificate of Incorporation and other evidence to demonstrate fee exemption criteria. A Statutory Declaration may be required.						
Daily Fee Bookable hours are from 8am for up to a 24 hour period. Please note that some venues have time restrictions (e.g. Sugar Wharf must be vacated by 12pm).						

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Fee Structure						
Set Up Fee Set up must be booked and paid in full at least 72 hours prior the event so that the set up can be arranged. Set up is only available for Port Douglas and Mossman Community Halls. Set up is not available for wedding.						
Confirmation and Payment Policy						
All fees are to be paid within 21 days of the booking being made. Venue will not be confirmed until payment is received. Booking will only be taken up to 2 years in advance.						
Cancellation of Bookings						
Hire fees will be refunded on cancellation of booking with the following deductions:						
Port Douglas Sugar Wharf: Bookings that are cancelled more than four months prior to the booking date will be eligible for a refund of 80% of the hire fee. Bookings that are cancelled less than four months prior to the event date will be eligible for a refund of 50% of the hire fee.						
Other Community Halls: Any cancellation of one-off bookings for the hire of Community Halls shall be made at least seven days prior to the date of the event otherwise a cancellation fee or the cost of the normal hire charge, whichever is the lesser, will be levied.						
Transfer of Bookings						
Bookings may be transferred and will attract an administration fee. See fees section for applicable fees.						
Security Bond						
A refundable Security Bond may be payable for individual bookings or per seasonal booking at commencement of the season in accordance with risk level of the activity/event at the discretion of Council officers.						
* Upon forfeiture of bond this amount will be treated as GST inclusive.						
A refundable Security Bond may be payable for hall hire in accordance with the risk level of the activity/event and at the discretion of Council officers. Charitable, Not for Profit Organisations and Local Schools who are exempt of fees may be required to lodge a security bond.						
* Upon forfeiture of bond this amount will be treated as GST inclusive.						
Security Bond - Low Risk	Bond	500.00	0.00			
Security Bond - Medium	Bond	1,000.00	0.00			
Security Bond - High Risk	Bond	1,500.00	0.00			

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General Fees						
See notes section above for details.						
Set-up	Hour	83.00	7.55			
Cancellation Administration Fee	Booking	50.00	4.55			
WEDDINGS AND OTHER CEREMONIES (PARKS AND RESERVES)						
Weddings and Other Ceremonies						
Commercial prescribed activity approval holders to refer to the "Commercial Wedding Events/Small Ceremonies Approval Holders" fees in the Applications, Permits & License section of the Fees and Charges document.						
Weddings and Other Ceremonies: 2 Hour Blocks only - Little Cove Fee includes Application and Area Use Fees/Booking fee (non-refundable)	Application 2 Hours	110.00	0.00	Y		
Wedding and Other Ceremonies: 2 Hour Blocks only -Other parks, reserves and foreshores Fee includes Application and Area Use Fees/Booking fee (non-refundable) (Rex Smeal Park not available for 2 hourly blocks)	Application 2 Hours	70.00	0.00	Y		
Rex Smeal Park						
For wedding receptions and other events This fee is a calculation of Local Laws Approval Application fee, Impact fee and Area Use Fee. Events and activities that are not weddings ceremonies requires a Local Laws Prescribed Activity Application and will be assessed separately to the booking. An approval must be issued prior to the event. Additional fees may be applicable. For park management purposes, Rex Smeal Park must be booked as a daily booking. Bookings of less duration may be considered on a case-by-case basis and may be accepted on the understanding that bookings of this nature may be required to cancel, reschedule or move to an alternative location. If the activity is an event, other than a wedding ceremony, the application form LL20 - Application to Conduct a Temporary Entertainment Event or Large Private or Corporate Event must be completed.						
Rex Smeal Park (Non-Exclusive Use) - SECTION OF PARK - Daily Date (Up to 200 people) Wedding receptions and small/medium events with no fencing	Day	610.00	55.45			

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COMMUNITY HALL HIRE						
SUGAR WHARF PORT DOUGLAS						
All Users						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	333.00	30.27			
Daily Rate (One-Off/Temporary Event/Activity)	Day	1,663.00	151.18			
PORT DOUGLAS COMMUNITY HALL - FULL AUDITORIUM						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	76.00	6.91			
Daily Rate (One-Off/Temporary Event/Activity)	Day	374.00	34.00			
Regular Use booking per hour	Hour	65.00	5.91			
Regular Use booking per day	Day	320.00	29.09			
Local Not for Profit Organisations and Local Schools						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	NO CHARGE	NO CHARGE			
Daily Rate (One-Off/Temporary Event/Activity)	Day	NO CHARGE	NO CHARGE			
Regular Use booking per hour	Hour	32.00	2.91			
Regular Use booking per day	Day	160.00	14.55			
PORT DOUGLAS COMMUNITY HALL - HALF AUDITORIUM						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	44.00	4.00			
Daily Rate (One-Off/Temporary Event/Activity)	Day	214.00	19.45			
Regular Use booking per hour	Hour	39.00	3.55			
Regular Use booking per day	Day	187.00	17.00			
Local Not for Profit Organisations and Local Schools						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	NO CHARGE	NO CHARGE			
Daily Rate (One-Off/Temporary Event/Activity)	Day	NO CHARGE	NO CHARGE			
Regular Use booking per hour	Hour	20.00	1.82			
Regular Use booking per day	Day	93.00	8.45			

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New:PORT DOUGLAS COMMUNITY HALL - COOLROOM/KITCHEN/BAR Old: PORT DOUGLAS COMMUNITY HALL - KITCHEN/BAR						
New: When the Port Douglas Community Hall is being hired for a full day or week, the coolroom/kitchen/bar is included in the hall fee. Discounted Not For Profit Organisations have access to the kitchen/bar area only, the coolroom is an additional cost as stated below.						
All Users						
Daily Rate (One-Off/Temporary Event/Activity)	Day	85.00	7.73			
PORT DOUGLAS COMMUNITY HALL - OTHER MEETING ROOMS						
Set up, open and close fees not applicable to this venue.						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	17.00	1.55			
Daily Rate (One-Off/Temporary Event/Activity)	Day	80.00	7.27			
Local Not for Profit Organisations and Local Schools						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	NO CHARGE	NO CHARGE			
Daily Rate (One-Off/Temporary Event/Activity)	Day	NO CHARGE	NO CHARGE			
Regular Use booking per hour	Hour	10.00	0.91			
Regular Use booking per day	Day	40.00	3.64			
MOSSMAN SHIRE HALL						
Public Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	33.00	3.00			
Daily Rate (One-Off/Temporary Event/Activity)	Day	161.00	14.64			
Regular Use bookings per hour	Hour	27.00	2.45			
Regular Use bookings per day	Day	135.00	12.27			

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Local Not for Profit Organisations and Local Schools						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	NO CHARGE	NO CHARGE			
Daily Rate (One-Off/Temporary Event/Activity)	Day	NO CHARGE	NO CHARGE			
Regular Use bookings per hour	Hour	14.00	1.27			
Regular Use bookings per day	Day	67.00	6.09			
DAINTREE SHIRE HALL						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	22.00	2.00			
Daily Rate (One-Off/Temporary Event/Activity)	Day	108.00	9.82			
Regular Use booking per hour	Hour	17.00	1.55			
Regular Use booking per day	Day	81.00	7.36			
Local Not for Profit Organisations and Local Schools						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	NO CHARGE	NO CHARGE			
Daily Rate (One-Off/Temporary Event/Activity)	Day	NO CHARGE	NO CHARGE			
Regular Use booking per hour	Hour	10.00	0.91			
Regular Use booking per day	Day	40.00	3.64			
SPORTING OVAL TRAINING LIGHTS						
Training Lights (Four Hour Block)						
Main Oval - Port Douglas Sports Complex	4 hour block	45.00	4.09			
Netball Courts - Port Douglas Sports Complex	4 hour block	29.00	2.64			
Coronation Park - Mossman Showground	4 hour block	45.00	4.09			

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MOSSMAN POOL						
All fees for Mossman Pool are non-refundable.						
Special concession: must hold a current Centrelink Aged Pension Concession card or other Pensioner Concession Card including Veteran Affairs or Disability. Child: 3 - 12 years old Infant: under 3 years old						
Casual Visits						
Adult	Visit	6.00	0.55			
Child (3 - 12 years old)	Visit	5.00	0.45			
Infant (under 3 years old)	Visit	NO CHARGE	NO CHARGE			
Special Concession	Visit	4.00	0.36			
Spectator	Visit	NO CHARGE	NO CHARGE			
Membership: 1 Month						
No refunds or extensions will be given for unused days.						
Adult (Unlimited use - valid for 1 month from date of purchase)	Membership	75.00	6.82			
Child (Unlimited use - valid for 1 month from date of purchase)	Membership	55.00	5.00			
Special Concession (Unlimited -valid for 1 month from date of purchase)	Membership	49.00	4.45			

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Special Passes						
10 Swim Pass (Adult)	Pass	51.00	4.64			
10 Swim Pass (Child 3-12 years)	Pass	41.00	3.73			
10 Swim Pass (Special Concession)	Pass	32.00	2.91			
20 Swim Pass (Adult)	Pass	85.00	7.73			
20 Swim Pass (Child 3-12 years)	Pass	72.00	6.55			
20 Swim Pass (Special Concession)	Pass	60.00	5.45			
Family Day Pass (Max 4 people, including 1 adult)	Pass	15.00	1.36			
Family Day Pass (Extra Adult)	Pass	5.00	0.45			
Family Day Pass (Extra Child)	Pass	4.00	0.36			
Full Venue Hire Fee (Private) <i>Not inclusive of lifeguard fee - refer to lifeguard fees below</i>	Hour	250.00	22.73			
Full Venue Hire Fee (Not For Profit Organisation) <i>Not inclusive of lifeguard fee - refer to lifeguard fees below</i>	Hour	150.00	13.64			
50m Entire Pool Hire - not inclusive of lifeguard fee- refer to lifeguard fees below <i>Not inclusive of lifeguard fee - refer to lifeguard fees below</i>	Hour	207.00	18.82			
Equipment Rental when not in use for classes (Deep water running belt/inflatable rings)	Per booking	3.00	0.27			
Lane Hire (Not for Profit Organisations) - Up to 5 lanes subject to availability <i>Does not include entry fee</i>	Hour	11.00	1.00			
Lane Hire (Commercial) - Up to 5 lanes subject to availability <i>Does not include entry fee</i>	Hour	21.00	1.91			
Lifeguard Hire						
1 lifeguard is required per 100 people.						
Life Guard Hire (minimum 3 hours)	Min. 3 hours	150.00	13.64			
Life Guard Hire (Additional per hour)	Hour	50.00	4.55			

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Schools and Lessons						
Full Venue Hire Fee (Local School Carnivals) <i>Not inclusive of lifeguard fee and Admission fee per student fee</i>	Hour	NO CHARGE	NO CHARGE			
Admission Fee school carnival fee per student attending carnival	Visit	3.00	0.27			
Learn to Swim lesson includes entry fee (FULL TERM PAID IN-FULL IN ADVANCE)	Lesson	21.00	1.91			
Learn to Swim lesson includes entry fee (PER LESSON PAID ON A WEEKLY BASIS)	Lesson	26.00	2.36			
Private swimming lesson (30 minute lesson), includes entry fee	Lesson	43.00	3.91			
Meteor Swimming Club member entrance fee	Visit	3.00	0.27			
Aquafit classes - minimum 20 participants for class to proceed	Hour	10.00	0.91			
Aquafit classes - Special concession - minimum 20 participants for class to proceed	Hour	8.00	0.73			
Learn to snorkel	Hour	17.00	1.55			
Paddleboard	Hour	17.00	1.55			
Parties						
Party Hire is exclusive use of the barbeque area (does not included entry fee).						
Party hire - not including entry fee	Per Hour	25.00	2.27			
Entry fee per participant with Party Hire per additional adult or child	Per Person	2.00	0.18			
Hire of bluetooth speaker and PA System for music	Per Booking	50.00	4.55			
Aqua Glide Pass (includes pool entry fee) as per terms & conditions	Per Session	10.00	0.91			
Aqua Glide Pass (additional sessions)	Per Session	5.00	0.45			
Dive in Movies	Per Person	11.00	1.00			
Drive In Movies	Per Person	11.00	1.00			
Partial Aqua Glide Hire	Per Hour	50.00	4.55			
Full Aqua Glide Hire (not inclusive of Lifeguard Fee)	Per Hour	100.00	9.09			

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TELECOMMUNICATIONS TOWERS						
SITE POWER USE - ALL SITES						
< 500 kWh per annum	Annual	NO CHARGE	NO CHARGE			
> 500 kWh per annum (based on power audit)	kWh (based on power audit)	0.65	0.06			
FLAGSTAFF HILL TELECOMMUNICATIONS TOWER						
Application and Annual Fees						
Initial Application Assessment	Application	897.00	0.00			
Minor Assessment	Application	343.00	0.00			
Site Access Fee per annum	Annual	5,802.00	527.45			
- Minor uses (2way, local radio etc.)	Annual	3,244.00	294.91			
Communication Hut Rental per Annum	m ³	1,498.00	136.18			
Minimum fee		745.00	67.73			
Antenna Access Fee per Annum						
Antenna < 30 metres	Annual	1,873.00	170.27			
Antenna > 30 metres	Annual	4,681.00	425.55			
Large Antenna < 30 metres	Annual	4,681.00	425.55			
TELECOMMUNICATIONS EQUIPMENT ON COUNCIL INFRASTRUCTURE (OTHER THAN FLAGSTAFF HILL COMMUNICATIONS TOWER)						
Application and Annual Fee						
Minor Assessment	Application	343.00	0.00			
Site Access Fee - Minor uses (2way, local radio etc.)	Annual	745.00	67.73			
Site Access Fee - Major uses	Annual	POA	POA			

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