

Description of Fee, Charge, Penalty plus conditions	Unit	2025/26 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						
<p>Regular Bookings Regular means anything that is not a one-off event/booking by one organisation.</p> <p>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.</p>						
<p>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.</p>						
<p>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 .</p> <p>Fee exemption applies to one-off casual/temporary events/activities only.</p> <p>Fee exemptions do not apply to Sugar Wharf .</p> <p>Eligible applicants must submit a Charity Certificate, Certificate of Incorporation and other evidence to demonstrate fee exemption criteria. A Statutory Declaration may be required.</p>						
<p>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).</p>						
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.						

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Cancellation of Bookings						
<p>Hire fees will be refunded on cancellation of booking with the following deductions:</p> <p>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.</p> <p>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.</p> <p>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 retained.</p>						
Transfer of Bookings						
<p>Bookings can be transferred and may attract an administration fee if transfer made within seven days prior to the booking date. See fees section for applicable fees.</p>						
Storage and Removal of Equipment						
<p>Equipment that has not been removed from a venue before the agreed cessation of the booking may be required to pay the venues hourly rate for the period of use. If equipment has been left at a venue and the venue is booked by another hirer, the equipment may be removed by Council and all costs incurred will be charged to the hirer.</p>						
Security Bond						
<p>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.</p> <p>* Upon forfeiture of bond this amount will be treated as GST inclusive.</p>						
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.						
Minimum Administration Fee	Booking	52.00	4.73			
Venue Site Inspection - Community Halls Site inspections of Community Facilities must be booked in advance to ensure the venue is available.	Booking	NO CHARGE	NO CHARGE			
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	115.00	0.00	Y	LL1	S97(2)(a)
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	73.00	0.00	Y	LL1	S97(2)(a)
Rex Smeal Park For wedding receptions and other events						
<p>This fee is a calculation of Local Laws Approval Application fee, Impact fee and Area Use Fee.</p> <p>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.</p> <p>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.</p>						
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	634.00	57.64			

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COMMUNITY HALL HIRE						
SUGAR WHARF PORT DOUGLAS						
All Users						
Hourly Rate (One-Off/Temporary Event/Activity) - only available for bookings less than 2 weeks in advance	Hour	346.00	31.45			
Daily Rate (One-Off/Temporary Event/Activity)	Day	1,728.00	157.09			
PORT DOUGLAS COMMUNITY HALL - FULL AUDITORIUM						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	79.00	7.18			
Daily Rate (One-Off/Temporary Event/Activity)	Day	389.00	35.36			
Regular Use booking per hour	Hour	68.00	6.18			
Regular Use booking per day	Day	333.00	30.27			
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	34.00	3.09			
Regular Use booking per day	Day	167.00	15.18			

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PORT DOUGLAS COMMUNITY HALL - HALF AUDITORIUM						
Half auditorium bookings are only available for seated meetings, conferences or small events without amplified music.						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	46.00	4.18			
Daily Rate (One-Off/Temporary Event/Activity)	Day	223.00	20.27			
Regular Use booking per hour	Hour	41.00	3.73			
Regular Use booking per day	Day	195.00	17.73			
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	21.00	1.91			
Regular Use booking per day	Day	97.00	8.82			
PORT DOUGLAS COMMUNITY HALL - COOL ROOM AND BAR AREA						
Use of the bar and cool room area is included in the full hire of the hall. Discounted Not For Profit Organisations can access the bar area only as part of the booking, the coolroom is an additional cost as stated below.						
Daily Rate (One-Off/Temporary Event/Activity)	Day	89.00	8.09			

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PORT DOUGLAS COMMUNITY HALL - OTHER MEETING ROOMS						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	18.00	1.64			
Daily Rate (One-Off/Temporary Event/Activity)	Day	84.00	7.64			
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	11.00	1.00			
Regular Use booking per day	Day	42.00	3.82			
MOSSMAN SHIRE HALL						
Public Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	35.00	3.18			
Daily Rate (One-Off/Temporary Event/Activity)	Day	168.00	15.27			
Regular Use bookings per hour	Hour	29.00	2.64			
Regular Use bookings per day	Day	141.00	12.82			

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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	15.00	1.36			
Regular Use bookings per day	Day	70.00	6.36			
DAINTREE SHIRE HALL						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	23.00	2.09			
Daily Rate (One-Off/Temporary Event/Activity)	Day	113.00	10.27			
Regular Use booking per hour	Hour	18.00	1.64			
Regular Use booking per day	Day	85.00	7.73			
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	11.00	1.00			
Regular Use booking per day	Day	42.00	3.82			

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SPORTING OVAL TRAINING LIGHTS						
Training Lights (Four Hour Block)						
Main Oval - Port Douglas Sports Complex	4 hour block	47.00	4.27			
Netball Courts - Port Douglas Sports Complex	4 hour block	31.00	2.82			
Coronation Park - Mossman Showground	4 hour block	47.00	4.27			

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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	7.00	0.64			
Child/School Student	Visit	4.00	0.36			
Infant (under 3 years old)	Visit	NO CHARGE	NO CHARGE			
Special Concession	Visit	5.00	0.45			
Spectator	Visit	NO CHARGE	NO CHARGE			

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Special Passes						
10 Swim Pass (Adult)	Pass	53.00	4.82			
10 Swim Pass (Child 3-12 years)	Pass	43.00	3.91			
10 Swim Pass (Special Concession)	Pass	34.00	3.09			
20 Swim Pass (Adult)	Pass	89.00	8.09			
20 Swim Pass (Child 3-12 years)	Pass	75.00	6.82			
20 Swim Pass (Special Concession)	Pass	63.00	5.73			
Monthly Student Pass (for students under 18, valid for unlimited entries during the month)	Pass	50.00	4.09			
6 monthly pass (Adult)	Pass	400.00	40.00			
6 monthly pass (Child 3-12 years)	Pass	290.00	40.00			
6 monthly pass (Concession)	Pass	320.00	40.00			
Family Day Pass (Max 4 people, including 1 adult)	Pass	16.00	1.45			
Family Day Pass (Extra Adult)	Pass	6.00	0.55			
Family Day Pass (Extra Child)	Pass	5.00	0.45			

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Venue Specific Hiring						
Full Venue Hire Fee (Private) <i>Not inclusive of lifeguard fee - refer to lifeguard fees below</i>	Hour	260.00	23.64			
Full Venue Hire Fee (Not For Profit Organisation) <i>Not inclusive of lifeguard fee - refer to lifeguard fees below</i>	Hour	156.00	14.18			
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	216.00	19.64			
Lane Hire (Not for Profit Organisations) - Up to 5 lanes subject to availability <i>Does not include entry fee</i>	Per lane/per hour	12.00	1.09			
Lane Hire (Commercial) - Up to 5 lanes subject to availability <i>Does not include entry fee</i>	Per lane/per hour	22.00	2.00			
Lifeguard Hire						
1 lifeguard is required per 100 people.						
Life Guard Hire (minimum 3 hours)	Min. 3 hours	156.00	14.18			
Life Guard Hire (Additional per hour)	Hour	52.00	4.73			

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Schools and Lessons						
Full Venue Hire Fee (Local School Carnivales) <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	4.00	0.36			
Learn to Swim lesson includes entry fee (FULL TERM PAID IN-FULL IN ADVANCE)	Lesson	20.00	1.82			
Learn to Swim lesson includes entry fee (PER LESSON PAID ON A WEEKLY BASIS)	Lesson	30.00	2.73			
Aquafit classes - Trial	Session	NO CHARGE				
Aquafit Classes - Casual Class (Standard)	Session	8.00	0.73			
Aquafit Classes (Concession)	Session	7.00	0.64			
Aquafit classes - 10 Class Pass	Session	70.00	6.36			
Parties						
Party Hire is exclusive use of the barbeque area (does not included entry fee).						
Party hire - not including entry fee	Per Hour	26.00	2.36			
Entry fee per participant with Party Hire per additional adult or child	Per Person	3.00	0.27			
Partial Aqua Glide Hire	Per Hour	100.00	9.09			
Full Aqua Glide Hire (not inclusive of Lifeguard Fee)	Per Hour	200.00	18.18			

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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	Equivalent to Ergon Tarrif 20	Equivalent to Ergon Tarrif 20			
FLAGSTAFF HILL TELECOMMUNICATIONS TOWER						
Application and Annual Fees						
Initial Application Assessment	Application	969.00	0.00			
Minor Assessment	Application	371.00	0.00			
Site Access Fee per annum	Annual	6,265.00	569.55			
- Minor uses (2way, local radio etc.)	Annual	3,503.00	318.45			
Communication Hut Rental per Annum	m ³	1,618.00	147.09			
- Minimum fee		806.00	73.27			
Antenna Access Fee per Annum						
Antenna < 30 metres	Annual	2,023.00	183.91			
Antenna > 30 metres	Annual	5,054.00	459.45			
Large Antenna < 30 metres	Annual	5,054.00	459.45			

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TELECOMMUNICATIONS EQUIPMENT ON COUNCIL INFRASTRUCTURE (OTHER THAN FLAGSTAFF HILL COMMUNICATIONS TOWER)						
Application and Annual Fee						
Minor Assessment	Application	371.00	0.00			
Site Access Fee - Minor uses (2way, local radio etc.)	Annual	806.00	73.27			
Site Access Fee - Major uses	Annual	POA	POA			
TENURE ARRANGEMENTS						
Lease/Rent of Facilities						
In accordance with Council's Tenure Policy, the following charges shall apply to lease and tenure arrangements of Council land and facilities.						
Annual User Fee (Not for Profit Organisation - Volunteer employees only)	Annual	115.00	10.45			
Annual User Fee (Not for Profit Organisation - Paid employees or players)	Annual	572.00	52.00			
Annual User Fee (Not for Profit Organisation - with Liquor & Gaming licence)	Annual	Market rent review	Market rent review			
Annual User Fee (Commercial Organisation)	Annual	Tender or market rent review	Tender or market rent review			