

Description of Fee, Charge, Penalty plus conditions	Unit	2026/27 Rate Including GST	GST	Cost Recovery Fee	Legislation & Section	LGA S97 Paragraph																		
COMMUNITY FACILITIES																								
Events in parks (excluding small ceremonies such as memorials and vow renewals, as well as wedding ceremonies and receptions)																								
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</p> <p>"Regular" refers to ongoing bookings by one organisation, not one-off events.</p> <p>Council does not allow permanent bookings of its venues and facilities. Instead, regular bookings are used to keep spaces available for one-off events and broader community use.</p> <p>By applying for a regular booking, you acknowledge that your booking may need to be cancelled or rescheduled to accommodate major events. Any changes will be made at a Manager's discretion. Council will provide as much notice as possible and ensure regular users are not financially disadvantaged.</p>																								
<p>Public/Commercial Use</p> <p>Individual and/or family use, social, for profit entities, corporate hire and Government Departments & Community Groups not eligible for under the Local (located within the Douglas Shire) Not for Profit Organisations & Schools fee.</p>																								
<p>Local (located within the Douglas Shire) Not for Profit Organisations & School</p> <p>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</p> <p>Bookable daily rates will commence from 8:00am to midnight and will include Set Up, Pack Down and Clean Up time.</p> <table border="1"> <thead> <tr> <th colspan="3">Permitted operating hours</th> </tr> <tr> <th>Venue</th> <th>Event/Activity</th> <th>Set Up/Pack Down/Cleaning</th> </tr> </thead> <tbody> <tr> <td>Sugar Wharf</td> <td>8.00am - 10.30pm</td> <td>8.00am - 12.00am</td> </tr> <tr> <td>Port Douglas Community Hall</td> <td>8.00am - 10.30pm</td> <td>8.00am - 12.00am</td> </tr> <tr> <td>Mossman Shire Hall</td> <td>8.00am - 10.30pm</td> <td>8.00am - 12.00am</td> </tr> <tr> <td>Daintree Shire Hall</td> <td>8.00am - 10.30pm</td> <td>8.00am - 12.00am</td> </tr> </tbody> </table>							Permitted operating hours			Venue	Event/Activity	Set Up/Pack Down/Cleaning	Sugar Wharf	8.00am - 10.30pm	8.00am - 12.00am	Port Douglas Community Hall	8.00am - 10.30pm	8.00am - 12.00am	Mossman Shire Hall	8.00am - 10.30pm	8.00am - 12.00am	Daintree Shire Hall	8.00am - 10.30pm	8.00am - 12.00am
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Confirmation and Payment Policy																								
Full payment is required upon booking to secure your date. Bookings will not be confirmed until payment is received. Bookings will only be taken up to 2 years in advance.																								

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Cancellation of Bookings						
<p>Sugar Wharf Hall & Rex Smeal Park Cancellations:</p> <ul style="list-style-type: none"> •More than 6 months prior to event date: Hirer is eligible for a refund of 80% of the hire fee •Less than 6 months prior to event date: Hirer is eligible for a refund of 50% of the hire fee <p>All Other Halls Cancellations:</p> <ul style="list-style-type: none"> •All cancellations incur a non-refundable administration fee of \$55 •Where the total hire fee is greater than the administration fee, a refund will be issued less the \$55 administration fee •Where the total hire fee is equal to or less than \$55, no refund will be issued •No refunds will be issued for cancellations made within 7 days of the booking date <p>Other Parks, Reserves & Foreshores (Including Little Cove) Cancellations:</p> <ul style="list-style-type: none"> •All bookings are non-refundable 						
Booking Transfers						
<p>Transfers (Date/Time Changes) - Applicable to All Halls, Parks, Reserves & Foreshores (Including Little Cove) & Rex Smeal Park A non-refundable administration fee applies to all approved transfers</p> <ul style="list-style-type: none"> •Transfer requests must be made more than 6 months prior to the event date •Only one transfer is permitted per booking •The new booking date must be within 6 months of the original booking date •All transfers are subject to availability •No transfers are permitted within 6 months of the event date •Bookings cannot be reassigned, resold, or transferred to another hirer or business •No changes to the booking name or client are permitted 						
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>						

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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.						
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			
General Fees						
See notes section above for details.						
Administration Fee	Booking	55.00	5.00			
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	150.00	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	76.00	0.00	Y	LL1	S97(2)(a)

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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	664.00	60.36			
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	395.00	35.91			
Daily Rate (One-Off/Temporary Event/Activity)	Day	1,995.00	181.36			
PORT DOUGLAS COMMUNITY HALL - AUDITORIUM						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	83.00	7.55			
Daily Rate (One-Off/Temporary Event/Activity)	Day	405.00	36.82			
Regular Use booking per hour	Hour	71.00	6.45			
Regular Use booking per day	Day	346.00	31.45			
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			

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Regular Use booking per hour	Hour	36.00	3.27			
Regular Use booking per day	Day	174.00	15.82			
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	22.00	2.00			
Regular Use booking per day	Day	101.00	9.18			
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	93.00	8.45			
MOSSMAN SHIRE HALL						
Public Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	37.00	3.36			
Daily Rate (One-Off/Temporary Event/Activity)	Day	175.00	15.91			
Regular Use bookings per hour	Hour	31.00	2.82			
Regular Use bookings per day	Day	147.00	13.36			
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 bookings per hour	Hour	16.00	1.45			
Regular Use bookings per day	Day	73.00	6.64			

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DAINTREE SHIRE HALL						
Public / Commercial Use						
Hourly Rate (One-Off/Temporary Event/Activity)	Hour	24.00	2.18			
Daily Rate (One-Off/Temporary Event/Activity)	Day	118.00	10.73			
Regular Use booking per hour	Hour	19.00	1.73			
Regular Use booking per day	Day	89.00	8.09			
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	12.00	1.09			
Regular Use booking per day	Day	44.00	4.00			
SPORTING OVAL TRAINING LIGHTS						
Training Lights (Four Hour Block)						
Main Oval - Port Douglas Sports Complex	4 hour block	49.00	4.45			
Netball Courts - Port Douglas Sports Complex	4 hour block	33.00	3.00			
Coronation Park - Mossman Showground	4 hour block	49.00	4.45			
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: 6-12 years old						
Young Child- 0- 5 years old						
Casual Visits- including access to Splash Park						
Adult	Visit	5.00	0.45			

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Child/School Student	Visit	2.00	0.18			
Young Child	Visit	NO CHARGE	NO CHARGE			
Special Concession	Visit	3.00	0.27			
Spectator	Visit	NO CHARGE	NO CHARGE			
Special Passes						
10 Swim Pass (Adult)	Pass	33.00	3.00			
10 Swim Pass (Child 6-12 years)	Pass	23.00	2.09			
10 Swim Pass (Special Concession)	Pass	14.00	1.27			
20 Swim Pass (Adult)	Pass	49.00	4.45			
20 Swim Pass (Child 6-12 years)	Pass	35.00	3.18			
20 Swim Pass (Special Concession)	Pass	23.00	2.09			
Monthly Student Pass (for students under 18, valid for unlimited entries during the month)	Pass	20.00	1.82			
6 monthly pass (Adult)	Pass	285.00	25.91			
6 monthly pass (Child 6-12 years)	Pass	145.00	13.18			
6 monthly pass (Concession)	Pass	192.00	17.45			
Family Day Pass (Max 4 people, including 1 adult)	Pass	8.00	0.73			
Family Day Pass (Extra Adult)	Pass	5.00	0.45			
Family Day Pass (Extra Child)	Pass	2.00	0.18			
School Holiday Swim Pass (Unlimited entries over the duration of school holidays)	Pass	20.00	1.82			

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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			
Lane Hire (Not for Profit Organisations) - Up to 5 lanes subject to availability <i>Does not include entry fee</i>	Per lane/per hour	15.00	1.36			
Lane Hire (Commercial) - Up to 5 lanes subject to availability <i>Does not include entry fee</i>	Per lane/per hour	25.00	2.27			
Lifeguard Hire						
1 lifeguard is required per 100 people.						
Life Guard Hire (minimum 3 hours)	Min. 3 hours	162.00	14.73			
Life Guard Hire (Additional per hour)	Hour	54.00	4.91			
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	2.00	0.18			
Learn to Swim lesson includes entry fee (FULL TERM PAID IN-FULL IN ADVANCE) (Number of Lessons determined by term length and availability)	Lesson	25.00	2.27			
Learn to Swim lesson includes entry fee (PER LESSON PAID ON A WEEKLY BASIS)	Lesson	35.00	3.18			
Aquafit classes - Trial	Session	NO CHARGE	NO CHARGE			
Aquafit Classes - Casual Class (Standard)	Session	9.00	0.82			
Aquafit Classes (Concession)	Session	8.00	0.73			

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Parties						
Party Hire is exclusive use of the barbeque area (does not included entry fee).						
Party hire - not including entry fee	Half Day	30.00	2.73			
Entry fee per participant with Party Hire per additional adult or child	Per Person	2.00	0.18			
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 Tarif 20 rate	Equivalent to Ergon Tarif 20 rate			
FLAGSTAFF HILL TELECOMMUNICATIONS TOWER						
Application and Annual Fees						
Initial Application Assessment	Application	1,007.00	0.00			
Minor Assessment	Application	386.00	0.00			
Site Access Fee per annum	Annual	6,510.00	591.82			
- Minor uses (2way, local radio etc.)	Annual	3,640.00	330.91			
Communication Hut Rental per Annum	m ³	1,682.00	152.91			
- Minimum fee		838.00	76.18			
Antenna Access Fee per Annum						
Antenna < 30 metres	Annual	2,102.00	191.09			
Antenna > 30 metres	Annual	5,252.00	477.45			
Large Antenna < 30 metres	Annual	5,252.00	477.45			

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TELECOMMUNICATIONS EQUIPMENT ON COUNCIL INFRASTRUCTURE (OTHER THAN FLAGSTAFF HILL COMMUNICATIONS TOWER)						
Application and Annual Fee						
Minor Assessment	Application	386.00	0.00			
Site Access Fee - Minor uses (2way, local radio etc.)	Annual	838.00	76.18			
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	120.00	10.91			
Annual User Fee (Not for Profit Organisation - Paid employees or players)	Annual	595.00	54.09			
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			