# **Meeting Room and Event Space Booking Policy**

**ABOUT THIS POLICY**

The Victorian Pride Centre is Australia’s first purpose built LGBTIQ+ community hub. The Pride Centre is a social, cultural and community centre underpinned by the values of pride, celebration, belonging and support.

Our vision is a world where every LGBTIQ+ person has a place where we are welcomed, valued, respected, and celebrated.

Our purpose is to connect, support and amplify LGBTIQ+ voices, resources, services, and groups so that our communities are cohesive, resilient and thrive.

The provision of meeting rooms, co-working areas and events spaces is a critical way the Pride Centre is activating our purpose and our values.

**Purpose**

This policy provides guidance regarding the pricing, principles of allocation and general conditions that relate to booking of meeting, co-working and event spaces in the Pride Centre.

This policy applies to all events within the centre whether third party, resident organisation driven or VPC programmed events.

**Scope**

This policy applies to booking requests for use of the Pride Centre:

* meeting rooms, activity room, co-working desks, theatrette and forum spaces on the ground floor, mezzanine, level 1
* the roof terrace
* the ground floor courtyard and level 1 balcony
* the basement (if used for events).

**Ownership and further information**

The Operations Manager is responsible for developing, communicating, and implementing this policy.

**Review and approval**

This policy will be reviewed every year and approved by the Board.

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| **Version** | **Policy Owner** | **Reviewer** | **Comments** | **Approved** | **Next review date** |
| By | Date |
| 2.0 | Operations Manager | Venue, Facilities and Activation Committee  |  | Board | 20 December 2023 | 20 December 2024 |

**GUIDING PRINCIPLES**

Victorian Pride Centre Ltd is registered as a charity under the *Australian Charities and Not-for-profits Commission Act 2012* (Cth). As a company limited by guarantee and registered charity, VPC Ltd mustexercise its powers directly or indirectly in the furtherance of its object as set out within its constitution.

The Constitution provides that the object of VPC is to undertake public charitable activities in Australia for the promotion of reconciliation, mutual respect and acceptance between groups of individuals that are in Australia and the promotion and protection of human rights, in the manner the directors or members decide and, in particular, but without limitation, by:

* establishing, owning and operating a centre in the State of Victoria which will facilitate and host support services, facilities and resources for LGBTIQ+ community members and LGBTIQ+ community groups;
* facilitating within the centre events in support of equality, diversity and inclusion for the LGBTIQ+ community within Australian society; and
* any other activities that are incidental or ancillary to, and not inconsistent with, these objectives.

Consistent with the above, the Board of VPC Ltd has:

* promulgated a *Code of Conduct* which relevantly provides that the Victorian Pride Centre is: 'a welcoming, inclusive and safe space for all LGBTIQ+ community members and their allies'; and
* in the context of VPC Ltd's purpose, adopted an Amplify Position Paper (Position Paper) which expressly provides that VPC Ltd: 'will not take sides in any LGBTIQ+ debate'. The Position Paper goes on to relevantly state:
	+ Being a space for the whole community requires the consent of all within it. The VPC recognises that politics exists within our community (and that for many the act of being LGBTIQ+ is inherently political). Yet its role is not to be a campaigning outfit but to create pride through promoting the unity of the community. If issues arise where the VPC is asked to support, endorse, book etc a group or cause that is, in the opinion of the VPC, designed to divide rather than unite the community, the VPC will not facilitate or provide support.

1. **Fee Structure**

The Pride Centre is a not-for-profit organisation, income from meeting and event spaces rentals will go back into maintaining the operation, financial sustainability and longevity of the Pride Centre.

A three-tiered fee structure is in place at the Pride Centre:

1. Commercial and Government: rate determined using a baseline fee derived from commercial benchmarks for similar type of venues in Melbourne. Commercial organisations are profit based organisations or individuals hiring venues for the sole benefit of that organisation or individual and/or as part of their business operations.
2. Non-commercial (large organisation): discounted fee for large not-for-profit organisations.
3. Non-commercial (small organisation): further discounted fee for smaller not-for-profit organisations or individual members of the public.

Large not for profit organisation - an organisation classified as large by the Australian Charities and Not-for-profits Commission based on annual revenue.

Small not-for-profit organisation - an organisation classified as small or medium by the Australian Charities and Not-for-profits Commission based on annual revenue.

Non-commercial rates will apply to social enterprises in line with the organisation’s revenue.

Non-commercial rates apply equally to resident and non-resident organisations.

Fees for some rooms/spaces may vary depending on periods of peak demand (for example, weekend bookings of the roof terrace and/or ticketed events may attract a higher fee than daytime non-ticketed bookings).

1. **Fee Relief**

A request for fee relief from the non-commercial rate must be made by completing the Fee Relief Application, submitted to the CEO no later than 60 days before the proposed meeting/event date. Late applications will not be accepted.

For equity across organisations, fee relief will not be approved:

* from the commercial rate
* for bookings for paid events
* on an ongoing basis.

An application for fee relief will be considered in relation to the applicant’s:

* organisational duration of operation, size, governance and funding
* capacity building measures and work towards financial sustainability
* duration of fee relief request (e.g. for a once-off meeting vs regular meeting room use for 6 months)
* purpose of request against alignment with VPC values.
1. **Booking allocation**

The first priority is Pride Centre-sponsored or Pride Centre-produced programming set by the CEO with the sole purpose of ensuring the centre’s purpose is delivered. Priority will then be given to regular activities, programs or events for LGBTIQ+ community purposes.

LGBTIQ+ community purposes – activity/program/event that is provided for the benefit of LGBTIQ+ people and their allies.

Bookings will generally be accepted on a ‘first in’ basis, with requests managed based on the following principles:

1. reflecting all cohorts of LGBTIQ+ communities
2. activities of benefit to LGBTIQ+ communities
3. fostering capacity building and sustainability of LGBTIQ+ organisations
4. balancing affordable fees with finite capacity and Pride Centre financial sustainability
5. no commercial, not-for-profit organisation or individual will have exclusive use of any meeting rooms or event spaces. Pride Centre staff will monitor bookings for management of non-exclusivity.

It is at the discretion of the Pride Centre management (using the principles outlined above) as to whether a booking request will be approved, based on suitability of the proposed use, alignment with Pride Centre values and policies and the availability of space at time of request.

1. **General conditions**

The Pride Centre is a non-partisan, non-denominational organisation and does not support or endorse activities held on its premises.

The Pride Centre will rent spaces to political parties and/or candidates on an equal basis. Commercial rate fees will apply. The Pride Centre is not and must not be represented to be a host of any political meeting or event nor as an endorser of any Member of Parliament or candidate for political office.

Invitations and announcements for events booked by political parties or politicians must include the following statement: “The Victorian Pride Centre rents space to political parties and candidates on an equal basis. The Victorian Pride Centre does not endorse the views of [name of political party] or the election of any candidate for political office”.

The Pride Centre reserves the right to refuse requests for hire that are not aligned with the Objects of the Pride Centre’s constitution, values and policies. For clarity, events that actively seek to legally exclude, denigrate or discriminate against members within the community based on sexuality and/or gender identity will be refused booking.

Meeting room, activity room and event space bookings are required to comply with the Meeting Room and Event Space Terms and Conditions. Event space bookings will also require a Venue Hire Agreement.

**ROLES AND RESPONSIBILITIES**

Review of this policy is under the remit of the Venue, Facilities and Activation Committee. Management of the policy is the responsibility of the Operations Manager; implementation of the policy is overseen by the Operations manager and monitored by the Event and Program Manager and Bookings Coordinator.

**REPORTING**

Events and Program Manager will be responsible for collating and reporting any breaches or decisions to terminate, refuse or cancel a booking. They will report any occurrences through to the Operations Manager for reporting to the Venue, Facilities and Activation Committee.

**RELATED INFORMATION**

**Legislation and regulations**

This policy is subject to the following regulations and laws:

* Child Safety Standards
* Workplace Occupational Health and Saftey
* Liquor regulations act

**Codes and better practice**

This policy should be read in conjunction with the Victorian Pride Centre’s

* Code of Conduct
* Centre Rules
* Amplify position paper

**Related policies and procedures**

* Venue Hire Agreement
* Venue Hire Terms and Conditions
* VPC Constitution