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Charging policy for CFC Venues (policy for subsidised usage)

Authorised by:	Gordon Ramsay, CEO Cultural Facilities Corporation
Date endorsed:	24 July 2024
Date for review:	July 2027
Version:	Version 1.0

DOCUMENT PROPERTIES

Schedule of Amendments

New features (insertions)	Date
Enhancements (changes)	Date
This document combines and harmonises three former separate CFC policies for subsidised use of venues, for CTC, CMAG and ACTHP	July 2024
Deletions	Date

Details

Area responsible for Policy	
Stakeholders	All Cultural Facilities Corporation Staff
Document location	
Record number and name	
Strategic Plan aligned	Checked by Brooke Thomas
<i>Freedom of Information Act 2016</i> compliant	Document linked to the Open Access Information website?

Background

This policy has been developed to provide transparency and consistency of the circumstances in which subsidised usage of CFC venues will be considered.

This policy applies to circumstances not captured by the Cultural Facilities Corporation Sponsorship and Subsidy Policy, or by the Canberra Theatre Centre Local Arts Engagement Policy. For Sponsorship and Subsidy of a local cultural or community organisation or individual over \$40,000 the CFC Sponsorship and Subsidy applies.

All decisions regarding venue usage will also be informed by the respective programming, exhibition, and conservation policies and strategies of the CFC entity.

Definitions

Subsidised Usage means provision of a CFC venue at a reduced cost.

General Policy

The Cultural Facilities Corporation is partly funded by ACT Government and partly funded by its own sourced revenue. The revenue of the organisation contributes to its ability to live out its mission to create and drive diverse and remarkable experiences that enliven and elevate arts, culture, and heritage in the Capital.

In order to meet its annual revenue targets, the CFC ordinarily charges for usage of its venues by external users.

These venues include:

- Canberra Theatre
- The Playhouse
- Courtyard Studio
- Other spaces within the CTC such as foyer
- CMAG Foyer
- CMAG Theatrette
- CFC Public Meeting Room
- CFC Boardroom
- Civic Square Hub
- Lanyon Historic Precinct Gardens (by garden)
- Lanyon Heritage Centre
- Lanyon Education Centre
- Mugga Mugga Environmental Education Centre
- Calthorpes' House Gardens.

Support and encouragement for the sector and the Canberra community

The CFC also recognises that it has a role and responsibility to provide leadership and appropriate support to the local arts, culture and heritage sector and also the local Canberra community. It seeks to do this in a range of ways. These include:

- by collecting money for charities through the Music@Midday concerts it presents
- through its Social Capital initiative which provides theatre tickets at no charge to organisations that support people who may not otherwise have the opportunity to attend live theatre
- by setting venue hire rates for the Courtyard Studio at a level that allows community and charitable usage of this venue
- by provision of support through the Canberra Theatre Centre Local Arts Engagement Policy, and the Cultural Facilities Corporation Sponsorship and Subsidy Policy.
- the presentation of exhibitions in partnership with community groups and individuals at minimum charge
- other, external forms of support for community and charitable causes e.g. access to grants

programs

- subsidised venue hire through the development of partnerships where cultural events are co-presented with the CFC.

Subsidised use of venues

In addition to these general forms of support, the CFC will provide its venues at either a reduced cost or no cost in certain circumstances.

The Chief Executive or relevant Director has the discretion to approve such usage in one or more of the following circumstances:

- the setting of a reduced venue hire rate to enable or encourage community or charitable usage.
- if the proposed use is by a not-for-profit community group.
- if the proposed use is in relation to the development of a partnership where cultural events are co-presented with one or more Division of the CFC.
- if it is expected to significantly contribute to the CFC's vision and missions as articulated in the Strategic Plan and is complementary to existing exhibition or programming activity.
- if the use is for community and charitable uses and where the usage will raise funds for a major international, national, or local disaster or emergency e.g. bushfires.
- if the proposed use is for a major public event - where the usage is of broad community interest e.g. the funeral service of a major public figure.
- if the proposed use is for public service usage - where the usage reflects the CFC's role within the broader ACT Government Service.
- for other uses that advance the profile or status of the CFC or the enlivenment or elevation of arts, culture or heritage.

Factors that will be of some guidance when the CEO or Director is considering the exercise of their discretion

Notwithstanding the general discretion of the CEO or Director in relation to subsidised usage, there are additional factors that may be taken into consideration for specific venues. These include:

- where the usage meets one or more of the programming criteria in the CTC Programming Strategy.
- where the arrangement can achieve a strategic or cultural benefit for the CFC or the party receiving the subsidy.
- for cultural events where the usage meets one or more of the following criteria:
 - it is expected to contribute to the overall diversity of programming.
 - it supports local creative development.
 - it supports the development and sharing of knowledge in heritage or environmental conservation, history and/or cultural tourism spheres it is undertaken in the context of a creative partnership between the CFC and another party.

- o where the usage is expected to contribute to the CFC's overall financial targets through other revenue streams e.g. through bar sales, merchandise, ticketing fees etc.
- o where the usage is undertaken in the context of a commercial or creative partnership between the CFC and another party.

Criteria to be taken into account in providing subsidised usage

In considering whether to provide subsidised usage of CFC venues in the above circumstances, the CEO or respective Director will also take the following into account:

- how far in advance the usage is booked.
- the day of the week of the usage.
- a general preference that all actual costs incurred by the CFC (such as staffing costs) are covered.
- the impact and value of the subsidy for the hirer, and their potential to leverage the CFC's support to achieve artistic, cultural, or creative outcomes for the ACT community.
- the requirement that Board approval must be sought for any subsidised venue usage that represents a substantial financial benefit to the organisation, and a strategic benefit to the CFC. A substantial financial benefit is defined by the CFC Board Charter and is currently defined as one valued at more than \$40,000 per annum.
- potential risks to the venue's heritage values and the specific risk management procedures that will be applied.

Conclusion

This policy will be published on the websites of the CFC and will be reviewed as required.