

BININJ KUNWOK CENTRE BOOKING SPACE POLICY

1. Background

Jabiru Property Services Ltd (JPS) holds a sub-lease over 10 Gregory Place, Jabiru NT 0886, otherwise known as Lot 00942, from Town of Jabiru plan LTO 84/042, Town of Jabiru (Bininj Kunwok Centre).

This premise has been sub-let from Gundjeihmi Aboriginal Corporation for the remainder of its current lease-hold interest.

2. Intended Use of Space

Space within the Bininj Kunwok Centre has been classified by JPS as follows:

- Non-Exclusive Use Space
- Bookable Space
- Identified exclusive use areas for possible tenancies

These spaces are marked on the **annexed(*)** plan entitled “Bininj Kunwok Centre Designated Spaces”.

3. Hire Space

3.1. Who can Book

Any areas marked on the **annexed(*)** plan as ‘Bookable Space’ can be hired provided that the hire is for one of the following purposes:

- a Community Centre;
- information centre for the future of Jabiru;
- provision of office and storage space for other community organisations including Arnhem Land Progress Association;
- Indigenous corporations;
- Indigenous Cultural Intellectual Property office;
- Bininj Kunwok Regional Language Centre;
- Marrawuddi Gallery; or
- other local small businesses

3.2. TENTANTS

3.2.1. How to Book

The Booking system will be updated from time to time. Applicants should contact JPS to understand the current booking system.

3.2.2. Hire Fees

Any tenant with a current tenancy agreement for the Bininj Kunwok Centre is entitled to hire an available Bookable Space free of charge, provided they are not in-breach of the tenancy agreement.

3.3. NON-TENANTS

3.3.1. How to Book

Non-Tenants to the Bininj Kunwok Centre can hire a Bookable Space provided that the individual/ entity:

- a. meets the criteria provided at 3.1 above;
- b. has completed and signed a Bininj Kunwok Hire Agreement Form for the requested hire period. This includes agreeing to the General Terms and Conditions set out in this Form; and
- c. agrees to pay the Hire Fee when or if it becomes due.

3.3.2. Fee Waivers and Fee Reductions

Non-Tenants may apply to JPS in writing to have the Hire Fee waived or reduced. Applications for fee waivers and reductions will be considered on a case-by-case basis provided that the applicant meets the following criteria:

- a. is a not-for-profit charity;
- b. the purpose of the hire event directly benefits the local bininj community or the implementation of the Jabiru Masterplan; and
- c. has demonstrated financial hardship.

3.4. Priorities and Conflicts

Booking Space will be available on a first-in basis.

In the event of a double-booking between a non-Tenant and a Tenant, priority will be given to a Tenant.

In the event of a double-booking between a Tenant and a Tenant, conflicts will be resolved in accordance with JPS's Grievance & Dispute Resolution Policy.