

## SCHOOL OF ARTS – USE FOR WEDDINGS AND OTHER ACTIVITIES

### Summary:

The purpose of this policy is to provide clear direction for the conduct of weddings in the Sir Henry Parkes Memorial School of Arts complex.

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<b>Approved By</b>	Council
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<b>Consultation Period</b>	N/A
<b>Review Due Date</b>	August 2023 – 3 years
<b>Department</b>	Office of Chief Executive
<b>Policy Custodian</b>	Manager Economic Development & Community Engagement
<b>Superseded Documents</b>	N/A
<b>Related Legislation</b>	N/A
<b>Delegations of Authority</b>	Manager Economic Development & Community Engagement

### 1. Overview

The Sir Henry Parkes Memorial School of Arts is a multi-purpose facility providing access to a museum dedicated to the life of Sir Henry Parkes, a theatre for live performance and cinema plus community events i.e. weddings.

From time to time Council has found it necessary to consider, what is appropriate use for the Sir Henry Parkes Memorial School of Arts complex.

### 2. Policy Principles

That the Sir Henry Parkes Memorial School of Arts facility be available to the public as an entertainment and multi-use facility for local residents and visitors to our community.

### 3. Policy Objectives

That the School of Arts complex be available for use as a wedding venue under the terms and condition of the Sir Henry Parkes School of Arts Fees and charges schedule

#### 4. Policy Statement

In respect of the use of the Sir Henry Parkes Memorial School of Arts:-

- Council allow weddings in the main theatre of the Sir Henry Parkes Memorial School of Arts, at the discretion of the School of Arts management staff; and
- The banquet hall be used in conjunction with such functions where appropriate.

#### 5. Scope

This policy applies to all the Sir Henry Parkes Memorial School of Arts and its staff.

#### 6. Accountability, Roles & Responsibility

##### Elected Council

- Adopt the policy

##### General Manager, Executive and Management Teams

- Ensure the implementation of the policy

##### Management Oversight Group

- Manager Economic Development and Community Engagement

##### Individual Managers

- Cultural Development Officer

#### 7. Definitions

N/A

#### 8. Related Documents, Standards & Guidelines

N/A

#### 9. Version Control & Change History

Version	Date	Modified by	Details
V1.0	26/05/10	Council	Adoption of Original Policy (Res No. 311/10)
V2.0	15/05/13	Council	Review/Amendment (Res No. 155/13)
V3.0	18/05/16	Council	Review/Amendment (Res No. 120/16)
V4.0	23/08/17	Council	Review/Amendment (Res No. 168/17)
V5.0	23/09/20	Council	Review/Amendment (Res No. 196/20)