

## BININJ KUNWOK CENTRE BOOKING SPACE POLICY

### 1. Background

Jabiru Kabolkmakmen Ltd (JKL) 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 Gundjehmi 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 JKL 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 Rights Project office;
- Bininj Kunwok Regional Language Centre;
- Marrawuddi Gallery;
- organisations, consultants, and community members that support the social and economic development of the Bininj community in the West Arnhem region; 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 JKL to understand the current booking system.

M: 0499 370 712 E: [property@jabirukabolkmakmen.com.au](mailto:property@jabirukabolkmakmen.com.au)

### **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 JKL 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 JKL's Grievance & Dispute Resolution Policy.