



CITY OF PORT PHILLIP

TOWN HALL HIRE SUBSIDY SCHEME

INFORMATION

POLICY CONTEXT

The Council Plan provides a ten year vision for the future of the City of Port Phillip. The vision states:

The goals of social equity, economic viability, environmental responsibility and cultural vitality remain central to our desire to foster a sustainable and harmonious future.

We acknowledge there is a shared responsibility to ensure everyone, regardless of age or cultural or socio-economic background, can access services that meet their needs and can participate in community life.

The Town Hall Hire Subsidy Scheme supports the strategies in the Council Plan 2009-13:

- 3.1.3 Build on local strengths to develop active, connected communities
- 3.1.5 Enable an inclusive welcoming community that values and celebrates diversity
- 3.1.8 Continue to strengthen our relationship with Aboriginal and Torres Strait Islanders and actively support reconciliation
- 3.2.1 Build an active and creative community
- 3.2.2 Encourage and support a variety of recreational and participative learning opportunities.
- 4.1.5 Support opportunities to improve the community's physical, mental, spiritual health and wellbeing.
- 4.1.6 Develop a strong sense of public safety

AIM

The aim of the Town Hall Hire Subsidy Scheme is to provide community organisations with affordable and accessible spaces within the Town Halls for the benefit of the Port Phillip Community.

ACCESS & EQUITY PRINCIPLES

Events or functions that are held in Council spaces must be free of any form of discrimination as outlined in the Racial and Religious Tolerance Act and Equal Opportunity Act.

AVAILABLE SPACES

Civic spaces that are available under the Town Hall Hire Subsidy Scheme are:

- Main Hall in the St Kilda Town Hall
- Main Hall in the Port Melbourne Town Hall

Other community spaces such as community centres are available for regular and ongoing meetings though they are not covered under the Town Hall Hire Subsidy Scheme. Community groups that use these facilities may be eligible for subsidised access. For details please contact the team leader from Community Facilities, telephone 9209 6777 or email comfacil@portphillip.vic.gov.au.

WHAT DOES THE TOWN HALL HIRE SUBSIDY SCHEME COVER?

Applicants may receive part OR full Town Hall hire subsidy up to a maximum monetary support of \$3500. The subsidy may cover some or all of the following:

- Venue hire
- Kitchen use
- Standard equipment (tables and chairs - limited numbers)
- Audio Visual equipment
- A security guard
- A duty officer

The organisation will have to cover any additional or special equipment costs, for example, catering and beverage costs (dependant on advice) and public liability insurance. Organisations without public liability insurance may opt to use the Council one off scheme specifically for the event and pay the appropriate fee.

ELIGIBILITY CRITERIA

1. Be a 'Not for Profit' community group, organisation, club or school
2. Be incorporated under the Associations Incorporation Act OR auspiced by an Incorporated Association and are deemed to be non-profit, as classified by the Australian Taxation Office (section 103A(2) (c) of the Income Tax Assessment Act 1936). *(Does not apply to schools)*
3. Organisations who's event fall within an area of legitimate interest or support the Council Plan, (http://www.portphillip.vic.gov.au/current_council_plan.htm) See the first page of this document to determine which of the indicated strategies your event aligns with. Please refer to the Council Plan to see if your event aligns with the actions that support each strategy.
4. The subsidy will be used to improve the access of Port Phillip residents to the event as a priority, or used to directly benefit the Port Phillip community.
And / or
5. The general purpose and work of the organisation is **predominantly** for the benefit of the Port Phillip community and enhances their quality of life.

CONDITIONS OF SUBSIDY

Applicants **may** receive full or partial subsidy. **No application can be guaranteed** use of facilities, nor can any applicant be guaranteed use of facilities to the full extent requested. It is important that applicants consider these limitations when preparing the request for assistance.

Successful applications are subject to hall availability.

Council reserves the right to cancel a booking in accordance with the "Conditions of Hire for Municipal Halls" document.

Organisations will be granted one Town Hall Subsidy event per financial year.

The level of assistance available is limited by Council's budget.

Council reserves the right to identify priority areas for funding consistent with the broad strategic directions and policies endorsed by Council.

If an application is unsuccessful it does not necessarily mean that the project/activity is not worthy of support. The panel may refer to you another council venue.

Successful Town Hall Hire Subsidy Scheme applicants are subject to the terms and conditions of use that apply to hirers of Council facilities and must pay a refundable bond of \$1000. Refer to the Conditions of Hire for Municipal Halls document supplied.

SUPPORT REQUIREMENTS

A requirement of successful Town Hall Hire Subsidy applications is the public acknowledgment of Council's support for the project/activity.

- acknowledgment of Council's support at the function/event;
- opportunities for the City of Port Phillip to speak at key activities (if appropriate);
- acknowledgement of Council's support on printed materials and inclusion of Port Phillip logo and sponsor message (as below) in any function/event related publicity;

This event has been supported by the City of Port Phillip

- display of City of Port Phillip promotional banners at the function/event.

APPLICATION & ASSESSMENT PROCESS

- Applications to the Town Hall Hire Subsidy Scheme must be submitted within the application deadlines.

Dates: Application period opens February 24, 2011

 Application period closes April 4, 2011.

- Applicants are required to read through the information before filling in the application form.
- Completed application forms are to be submitted to the Town Hall Hire Subsidy Panel.
- Applications will be assessed against the eligibility criteria, against other applications and within budget constraints.

Note: All enquiries are to be directed to the

Town Hall Hire Subsidy Scheme Panel
c/- Meetings & Events
City of Port Phillip
Private Bag No 3
St Kilda Vic 3182

Phone: 9209 6777