

2024 -2025 Community Reservations at the Palais Theatre

Form Preview

Applicant Details

* indicates a required field

Event Title *

Name of applicant organisation *

Name of person completing the form on behalf of the organisation *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal Address *

Address		
<input type="text"/>		
<input type="text"/>		
Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone *

Mobile *

Email *

Re-enter email *

Website

Applicant ABN and Event Details

* indicates a required field

ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main business location	

* This space must be completed for your application to be processed.

Briefly describe your community group / organisation *

Proposed Event dates

Please list 3 proposed event dates in order of preference.

Please note that Friday and Saturday evenings are booked well in advance and may not be available.

Preferred Event Date 1

Must be a date.

Preferred Event Date 2

Must be a date.

Preferred Event Date 3

Must be a date.

Event Details

Event Name *

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Event Description *

Word count:

Must be no more than 200 words.

Summary of the event

Event Objectives *

Word count:

Must be no more than 250 words.

What is the purpose of your event?

Anticipated audience numbers *

How many people will you hope to attract to your event?

Does your event have a target audience?

(e.g, young people,cultural groups, local community priority)

Has this event been held before? If yes, please complete the following: *

☐ Yes

☐ No

Date

Venue

Estimated attendance figure

Ticket Cost

Please note if there was a range of ticketing prices, including concessions

Eligibility Details

* indicates a required field

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To be eligible you must select and meet at least one of these criteria. You may choose more than one if they fit your proposed event. *

- ☐ The event would not otherwise be held at the Palais
- ☐ The event is produced by an organisation based in the City of Port Phillip
- ☐ The event can show a history or strong connection with the City of Port Phillip, its residents or businesses
- ☐ The event will be able to provide low cost tickets for the audience
- ☐ The event will enable access to the City of Port Phillip community as a priority

Explain how your event will meet one or more of the eligibility criteria *

Word count:

Must be no more than 500 words.

Selection Criteria

* indicates a required field

Choose the relevant criteria that match your event

- ☐ The event can demonstrate community development, arts or social benefit
 - ☐ The event can demonstrate ability / opportunity to engage, include and connect the local City of Port Phillip community
 - ☐ The event has programming of or partnerships with City of Port Phillip artists, businesses and/ or community groups as part of the event or its planning
 - ☐ The event's target market is demonstrably diverse and caters to audiences who would not necessarily traditionally attend events at the Palais Theatre
 - ☐ Proceeds from the event are committed to be sent to a charity or community group via fundraising at or from the event (please specify charity or group)
 - ☐ If the hirer is a commercial operator, the hire should aim to increase the likelihood of future large scale bookings between the operator and the tenant
- If your event does not match a particular selection criterion, please explain why in the expanded field below

Explain how your event will meet the selection criteria above *

Word count:

Must be no more than 500 words.

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It is important to clearly explain the extent to which the event matches the criteria chosen

How will this event be promoted to a Port Phillip audience? *

Festivals /Umbrella Events

Is your project part of a festival or other event? *

☐ Yes

☐ No

If Yes what is the name of the festival or event?

Application Supplementary Material

Applicants may upload links to web pages, facebook or youtube with content that directly supports this application

Add link 1

Must be a URL

Add link 2

Must be a URL

Application support documents (please title your documents clearly)

Attach a file:

You can upload any documents here that support your application (such as letters from partner organisations or other participants).

Applications to this program may be for events to be held at the Palais Theatre between December 2023 and November 2025.

Applicants will be notified withing 6 weeks of application submission

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Certification page

* indicates a required field

Please read the following

I certify that I have read the guidelines and criteria, understand the operating costs are at my own expense and in addition to the \$1 hire fee, and that all details supplied in this application form and attached documents are true and correct to the best of my knowledge. This application has been submitted with the full knowledge and agreement of the management of the applicant organisation.

I agree to contact the City of Port Phillip in the event that any information regarding this application changes or is found to be incorrect.

Name *

Title

First Name

Last Name

**Position in organisation
(if applicable)**

Organisation Name

Date *

Privacy Notification

The City of Port Phillip is collecting the personal information requested on this form for the purpose of assessing applications to Community Purpose Reservations at the Palais Theatre. The personal information will be used solely by the City of Port Phillip for this primary purpose and the directly related secondary purpose of contacting you about future Council funding and participation opportunities. The applicant understands that the personal information provided is for these purposes and that they may apply to council for access and/or amendment of the information. Requests for access or correction should be made to governance@portphillip.vic.gov.au.

I agree *

☐ Yes

Contact information

If you have any queries about the Guidelines and application process please contact:

Laura Pohlenz

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Ph: [0421 719 292](tel:0421719292)
Email: palaistheatrecommuni@portphillip.vic.gov.au

Community Reservations at the Palais Theatre application feedback form

* indicates a required field

To assist Council to continuously improve the process involved with Community Reservations at the Palais, it would be appreciated if you would complete this feedback form.

1. How did you hear about Community Reservations at the Palais Theatre?* *

- ☐ Council e newsletter
 - ☐ Council website
 - ☐ Word of mouth
 - ☐ E mail networks
 - ☐ Social media
 - ☐ Other
- (please tick at least one box)

2. Are the guidelines and criteria easy to understand?* *

- ☐ Yes ☐ No

If not, how can it be improved?

3. Is the Application Form easy to use?* *

- ☐ Yes ☐ No

If not, how can it be improved?

5. Any other comments?