

Town Hall Hire Subsidy Scheme Application

Form Preview

Town Hall Hire Subsidy Application

* indicates a required field

Before completing this application

Please read the [TOWN HALL HIRE SUBSIDY SCHEME GUIDELINES](#) and the [CONDITIONS OF HIRE & USE](#)

Eligibility

Have you read and understood the Town Hall Hire Subsidy Scheme Guidelines? *

☐ Yes ☐ No

Have you read and understood the Conditions of Hire & Use Document? *

☐ Yes ☐ No

Are you an incorporated legal entity or auspiced by an incorporated entity? *

☐ Yes ☐ No

Is your organisation a registered not-for-profit or school? *

☐ Yes ☐ No

You will be requested to provide proof further into the application

Does your organisation operate within the Port Phillip municipality or are you able to demonstrate that your organisation benefits residents in the municipality? *

☐ Yes ☐ No

If you have previously received funding through City of Port Phillip have you met all acquittal conditions? *

☐ Yes ☐ No ☐ Not applicable

Do you have appropriate insurance for this project? As per the Conditions of Hire & Use document. *

☐ Yes ☐ No

Including but not limited to, public liability, personal volunteer accident insurance, professional indemnity etc. Council requires Public Liability Insurance to the amount of \$20 Million be in place for this event.

If you have answered **No** to any of the above eligibility questions, please do not proceed with this application.

If you have any questions please contact Community Grants and Funding Officer on 9209 6162 or grants@portphillip.vic.gov.au

Has your organisation already received a Town Hall Subsidy for the 2020-2021 financial year? *

☐ Yes ☐ No

Town Hall Hire Subsidy Scheme Application

Form Preview

Please note organisations can only receive **one** Town Hall Subsidy per financial year.

If you have received a subsidy for the 2020-2021 year please do not proceed with this application.

Mandatory Insurance

Council requires Public Liability Insurance to the amount of \$20 Million be in place for this event.

Do you or the Auspice Organisation (if applicable) have Public liability Insurance to the amount of \$20 Million to cover the event date? *

☐ Yes

☐ No

If you do not hold current Public Liability Insurance to cover the event date, please:

- Submit your current Public Liability Insurance with the application (Section 9)
- If the Town Hall Subsidy application is successful, you will be required to resubmit the updated Public Liability Insurance (that covers the event date) **3 months prior** to the event date

If you are applying through an auspice organisation, please:

- Submit the Auspice Organisation's Public Liability Insurance (Section 9)
- If the Town Hall Subsidy application is successful and the Auspice Organisation's Public Liability Insurance does not cover the event date, you will be required to resubmit the Auspice Organisation's updated Public Liability Insurance (that covers the event date) **3 months prior** to the event date.

Applicant Organisation Details

*** indicates a required field**

Organisation Details

Applicant Organisation *

Organisation Name

Primary Address *

Address

Postal Address *

Address

**Applicant Organisation
Phone Number ***

Must be an Australian phone number.

Town Hall Hire Subsidy Scheme Application

Form Preview

Primary Website

Provide a brief description of your organisation *

Must be no more than 100 characters.
What is its core business?

How many members does your group have? *

Must be a number

Are you applying as *

☐ An Incorporated Organisation ☐ An Organisation or Group with an Auspice ☐ A School

Does your organisation comply with the following Australian and Federal Legislation?

☐ Accounting and Auditing Requirements ☐ Equal Opportunity and Anti-Discrimination Laws ☐ Human Rights Laws ☐ Privacy, confidentiality and Freedom of Information Laws ☐ Registration or Accreditation of Professional Employees ☐ Preparation and Dissemination of Annual Reports ☐ Child Safe Standards
You may tick multiple answers. Please tick those that apply.

Name of Contact Person *

First Name

Last Name

Position held within organisation *

Contact Telephone *

Must be an Australian phone number.

Email Address *

Must be an email address.

Refundable security bond payable to: *

Please print the full name of organisation or person the bond is refundable to

Incorporated Organisations

What is your organisation's Australian Corporation Number

Must be a number <https://abr.business.gov.au/>

ABN of organisation

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

Town Hall Hire Subsidy Scheme Application

Form Preview

| 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 | |

Must be an ACN <https://abr.business.gov.au/>

Auspice Organisation Details

* indicates a required field

Auspice Organisation Details

| | | |
|--|---------------------------|--|
| Auspice Organisation * | Organisation Name | <input type="text"/> |
| Auspice Postal Address * | Address | <input type="text"/> <input type="text"/> |
| Has the organisation agreed to Auspice this event? * | <input type="radio"/> Yes | <input type="radio"/> No |
| Signed certification letter from Auspice Organisation * | Attach a file: | <input type="text"/> |
| Auspice Contact Person * | First Name | Last Name |
| | <input type="text"/> | <input type="text"/> |
| Auspice Contact Person Position * | <input type="text"/> | |
| Auspice Contact Person Office Phone Number * | <input type="text"/> | |

Must be an Australian phone number.

Town Hall Hire Subsidy Scheme Application

Form Preview

**Auspice Contact Person
Office Email ***

Must be an email address.

**What is the auspice's
Australian Corporation
Number (ACN) ***

Must be an ACN <https://abr.business.gov.au/>

Auspice 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.

| 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 | |

Must be an ABN.

Council Priorities

* indicates a required field

Please indicate which of the below priorities the event aligns best with. You may select more than one.

**A safe and active
community with strong
social connections**

☐ Supporting programs that create social connections and strengthen community networks ☐ Building community capacity by harnessing the knowledge, expertise and spirit within our community ☐ Supporting programs that reduce the harms associated with alcohol and other drug use, family violence and enabling all people to reach their health potential

**An increase in affordable
housing and reduced
homelessness**

☐ Establishing and facilitating partnerships to support delivery of diverse and innovative projects to reduce the risk of homelessness.

Town Hall Hire Subsidy Scheme Application

Form Preview

Access to services that support the health and wellbeing of our growing community

☐ Facilitating access to relevant services that cater for all ages and life stages ☐ Exploring partnerships and innovative ways of delivering services

Community diversity is valued and celebrated

☐ Supporting programs and events that engage, honour and are inclusive of our diverse social and cultural communities ☐ Building community capacity to support vulnerable members of our community, emphasising prevention and early intervention ☐ Protecting and promoting Aboriginal culture and heritage, and continuing reconciliation with our indigenous community

How will the project address one or more of the above funding priorities?

Word count:

Must be Identify which funding priority area(s) your project relates to. Describe how your project is targeting priorities that Council has identified. Must be no more than 200 words

Subsidy Request

Are you applying for any other City of Port Phillip grants for this event? *

☐ Yes ☐ No

Are you receiving grants or support from any other Government / Philanthropic organisations for this event? *

☐ Yes ☐ No

If yes please include details in budget

Does this application depend on the success of one or more grants applied for? *

☐ Yes ☐ No

If you answer Yes to any of the 3 questions above, please describe how *

Are you applying for a Partial or Full Subsidy

☐ Partial
☐ Full Subsidy

Event Details

* indicates a required field

What is the name of your event? *

Town Hall Hire Subsidy Scheme Application

Form Preview

What do you aim to achieve by holding this event? *

Must be no more than 100 words.

Please note: if you have applied for this event in previous years, details of this year's event are still required as the system does not allow previous event details to be autofilled

What type of event are you holding? *

- ☐ Fundraiser ☐ Awards ☐ Conference ☐ Exhibition
☐ Workshop/ Seminar ☐ Public Forum ☐ Stalls / Market ☐ Other:
☐ Meeting ☐ Concert ☐ Public Speaker

Please describe the running order of your event *

Must be no more than 200 words

Is the event Public or Private? *

- ☐ Public ☐ Private

Will you be charging a fee to attend the event? *

- ☐ Yes ☐ No

If Yes, please advise the ticket cost to attendees?

\$

Must be a dollar amount

If No, please give reasons?

Approximately how many attendees do you expect?

Must be a number.

Please provide an estimate if unsure.

How many attendees do you estimate to be Port Phillip residents? *

Must be a number.

Please provide an estimate if unsure.

If the event is projected to make a profit, how will the funds be utilised? *

Please describe how your event will benefit the Port Phillip community? *

Must be no more than 200 words

Town Hall Hire Subsidy Scheme Application

Form Preview

How many volunteer hours will be utilised in the planning and delivery of this event?

Must be a number. Please provide an estimate if unsure.

What age groups will your event participants be in? *

- ☐ Children and Youth (0 - 17)
- ☐ Young Adults (12 - 25)
- ☐ Middle-Aged Adults (18 - 49)
- ☐ Older Adults (50 - 64)
- ☐ Seniors (65+)
- ☐ All or Mixed Age Groups

Who is this event targeted towards? *

- ☐ Families and Children
- ☐ Indigenous Community
- ☐ Culturally and Linguistically Diverse
- ☐ GLBTQ
- ☐ Socially & Economically Disadvantaged
- ☐ Whole community
- ☐ People with Disabilities

How will your event be inclusive of people of all abilities and backgrounds? *

Must be no more than 100 words

How will your attendees be informed of this event? *

Must be no more than 200 words

How do you propose to publicly acknowledge Council's support, if your request is successful? *

Must be no more than 200 words. See "Support Requirements" in the Subsidy Scheme Information document

Do you think this event will attract media attention? *

- ☐ Yes
- ☐ No

If yes please describe?

Must be no more than 100 words

Venue Details

* indicates a required field

Which is your preferred venue? *

- ☐ St Kilda Town Hall
- ☐ Port Melbourne Town Hall

Town Hall Hire Subsidy Scheme Application

Form Preview

If yes, what was the date of the previous event?

Must be a date.

First preferred date of event *

Must be a date.

Must be a date and between 1/7/2020 and 30/6/2021

Second preferred date of event *

Must be a date.

Must be a date and between 1/7/2020 and 30/6/2021.

What time will you require access to start setting up? *

What time will you finish setting up? *

What time do doors open to guests? *

What time does your actual event start? *

What time does your actual event finish? *

What time will you finish the total pack up and leave the building? *

Have you previously received a Town Hall Subsidy? *

- ☐ Yes
☐ No

What was the date of the previous event?

Must be a date.

Event Day Contact

Event Day Contact *

Title

First Name

Last Name

Event Day Contact Position *

Town Hall Hire Subsidy Scheme Application

Form Preview

**Event Day Contact
Mobile Phone Number ***

Must be an Australian phone number.

Event Day Contact Email *

Must be an email address.

Equipment Requirements

South Melbourne Town Hall

Please note: there isn't any City of Port Phillip equipment at South Melbourne Town Hall.

Event Equipment at St Kilda Town Hall

Please mark any of the following that apply to your event.

| Equipment | Required |
|-------------------------------------|----------|
| Banquet Round (1.8m tables seat 10) | |
| Banquet Chairs | |
| Trestle Tables (1.8m) 35 | |
| Cocktail Tables (.90) 6 | |

Event Equipment at Port Melbourne Town Hall

| Equipment | Required |
|-------------------------|----------|
| Banquet Round (250) | |
| Banquet Chairs (20) | |
| Trestle Tables (1.8m) 9 | |

AV Requirements

Do you know your AV requirements? If Yes, please fill out the below. If NO, all AV requirements are due no later than 3 months prior to your event. Please advise if you are having any of the following:

| Event elements | Provide details | | |
|---|-----------------|--|--|
| Lecern with Microphone (2) | | | |
| Wireless Microphone (4) | | | |
| Microphone Stand (4) | | | |
| AUX Cord | | | |
| DJ input | | | |
| Projector & Screen (HDMI or VGA connection only) | | | |
| From the information provided, Council will determine if an audio | | | |

Town Hall Hire Subsidy Scheme Application

Form Preview

| | | | |
|---|--|--|--|
| technician is required for your event. Any additional equipment and technician must be paid for by the hirer. | | | |
|---|--|--|--|

External Equipment

Any external equipment that will be brought in:

- ☐ Audio/ Sound
- ☐ Decorations
- ☐ Lighting
- ☐ Staging
- ☐ Other:

Details of external equipment

Floorplan Requirements

Room set up:

- ☐ Banquet Sit Down
- ☐ Banquet Sit Down with Dancefloor
- ☐ Theatre Style
- ☐ Cocktail style
- ☐ Clear Space
- ☐ Other:

Please further describe your event set up and inclusion:

OH&S

An onsite emergency briefing will take place with Council staff do you agree to this requirement

- ☐ I agree

An emergency evacuation script will be provided to assist you for annoucement at your event do you agree to this requirement

- ☐ I agree

Event Requirements

* indicates a required field

Food and Alcohol Requirements

Town Hall Hire Subsidy Scheme Application

Form Preview

Mark yes to any of the following that apply to your event and provide details.

- If you intend to sell alcohol, or include the cost of alcohol in the price of the tickets, you must obtain an appropriate Liquor Licence from the [Victorian Commission for Gambling and Liquor Regulation](#) and adhere to all relevant laws and regulations.
- Responsible Service of Alcohol Certificates must be provided if alcohol is being consumed for all servers.

Will alcohol be served at the event? *

- ☐ Yes
☐ No

If alcohol is being served at the event, will it be

- ☐ BYO ☐ Sold at the venue ☐ Included in the event at no charge

Will food be served at the event? *

- ☐ Yes ☐ No

Who will be providing the food

- ☐ Registered Caterer ☐ Brought by host or event guest

Do you intend to serve self catered food?

- ☐ Yes ☐ No

Caterers details

Name of caterer

Caterers Contact Person

First and Last name

Caterers Email

Caterers Phone Number

Do you require use of the deep fryer?

- ☐ Yes ☐ No

You must remove oil and discard yourself after use.

Type of Catering

- ☐ Buffet style ☐ Cocktail style ☐ Plated service ☐ Other:

External cooking appliances are not permitted, please contact Council officer prior

Town Hall Hire Subsidy Scheme Application

Form Preview

Entertainment

Will you be engaging a band, DJ or other entertainment for your event?

☐ Yes

☐ No

Name of entertainment

Entertainment Contact Person

First and Last name

Entertainment Contact Number

Entertainment time in and time out?

Additional Information

* indicates a required field

Please enclose the following information relating to your organisation:

Proof of Not-For-Profit Status *

Attach a file:

Public Liability Insurance Certificate * *

Attach a file:

Even if you do not hold current Public Liability Insurance to cover the event date you are still required to submit your current Public Liability insurance

Liquor License Copy

Attach a file:

**Food Act Certificate/
State of Trade Copy**

Attach a file:

Entertainment Details

Attach a file:

Marketing Material

Attach a file:

Town Hall Hire Subsidy Scheme Application

Form Preview

Other documentation supporting the application.

Attach a file:

Declaration

I certify that all details supplied in this application form and in the attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the full knowledge and agreement of the management/committee of the applicant organisation or auspicing body.

I have read the City of Port Phillip Town Hall Hire Subsidy Scheme information 2020-21 and the Conditions of Hire Municipal Halls and understand the information contained within it forms part of the subsidy if this application is successful.

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.

Declaration of Contact Person

Title

First Name

Last Name

Do you agree with the above statement

☐ I agree

The personal information requested on this form is being collected by the council for the Town Hall Subsidy Scheme. The personal information will be used solely by the council for that primary purpose or directly related purposes. If this information is not collected the Town Hall Subsidy application will not be considered eligible, and therefore will not be considered during the assessment process. The applicant understands that the personal information provided is for the verification of Town Hall Subsidy application and correspondence purposes and that he or she may apply to the council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Information Privacy Officer.

Feedback

Please indicate how you found the Subsidy application process? *

☐ Very Easy

☐ Easy

☐ Neutral

☐ Difficult

☐ Very Difficult

How many minutes in total did it take you to complete this form? *

Must be a number.

Town Hall Hire Subsidy Scheme Application

Form Preview

Please provide us with your suggestions about any improvements and/or additions to this form or process: