

# Town Hall Subsidy Application Form 2026/27

## Form Preview

### Town Hall Hire Subsidy Application

\* indicates a required field

Before completing this application

Please read the [Town Hall Hire Subsidy Guidelines](#) and the [CONDITIONS OF HIRE & USE](#)

#### Eligibility

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

- Yes  No

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

- Yes  No

**Are you a not-for-profit incorporated association or similar incorporated legal entity or auspiced by a legal entity. \***

- Yes  No

**Does your organisation operate within the City of 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

**Will your organisation or auspice have appropriate insurance for this event? \***

- 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 Grants and Funding Officer on 9209 6777 or [grants@portphillip.vic.gov.au](mailto:grants@portphillip.vic.gov.au)

**Has your organisation already received a Town Hall Subsidy for the 2026/27 financial year? \***

- Yes  No

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

If you have received a subsidy for the 2026/27 financial year, please do not proceed with this application.

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### Public Liability Insurance

Council requires all hirers to have Public Liability Insurance (minimum \$20 Million) for the duration of the event.

**Do you or your Auspice Organisation (if applicable) have Public Liability Insurance (minimum \$20 Million) to cover the event and associated activities? \***

Yes  No

**Please upload a copy of your or your auspice Organisation's Public Liability Insurance Certificate (if applicable)**

Attach a file:

If the Town Hall Subsidy application is successful, you will be required to submit the updated Public Liability Insurance (that covers the event date) three 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.

**Primary Website**

**Provide a brief description of your organisation \***

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

**Are you applying as \***

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

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**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.

## 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.

Information from the Australian Business Register	
ABN	
Entity name	
ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

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

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### Auspice Organisation Details

\* indicates a required field

#### Auspice Organisation Details

**Auspice Organisation \***

Organisation Name

**Auspice Postal Address \***

Address

  

**Has the organisation agreed to Auspice this event? \***

Yes

No

**Signed certification letter from Auspice Organisation \***

Attach a file:

**Auspice Contact Person \***

First Name

Last Name

**Auspice Contact Person Position \***

**Auspice Contact Person Office Phone Number \***

Must be an Australian phone number.

**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

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ABN status	
Entity type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Council Priorities / Program Objectives

\* indicates a required field

### Council Priorities

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

**A Healthy and Connected Community**

**An Environmentally Sustainable and Resilient City**

**A Safe and Liveable City**

**A Vibrant and Thriving Community**

**How will the event align with the council priorities:**

### Subsidy Request

Successful applicants may receive a full or partial subsidy for one event held within the 2026/2027 financial year within the St Kilda Town Hall and Port Melbourne Town Hall Auditoriums. • Full subsidy: a total of up to \$3,500.00 which may cover some or all of the following: Venue Hire, Kitchen Use, Security and Duty Officer charges. • Partial subsidy: covers the cost of Venue Hire only. Any additional costs are the responsibility of the successful applicant organisation including the refundable security bond.

**Are you applying for a Partial or Full Subsidy \***

Partial

Full Subsidy

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

Yes

No

**If you answer Yes please describe the grant application and status:**

## Event Details

\* indicates a required field

**What is the name of your event? \***

**Please provide us with an event description. Please include the event purpose and details of activities. \***

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

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

Please explain how your event or activity will benefit and engage the City of Port Phillip community. Must be no more than 200 words

**What type of event are you holding?**

- |                                      |   |  |
|--------------------------------------|---|--|
| <input type="radio"/> Fundraiser     | <input type="radio"/> Stalls Market         | <input type="radio"/> Dinner Dance       |
| <input type="radio"/> School Event   | <input type="radio"/> Exhibition            | <input type="radio"/> Workshop / Seminar |
| <input type="radio"/> Social Support | <input type="radio"/> Religious Celebration | <input type="radio"/> Other:             |

Concert

**Will there be public speaker(s) at the event?**

Yes

No

**If yes, who will be the public speaker and what topics will they discuss?**

**Please list the running order or order of proceedings for your event \***

Must be no more than 200 words. Where possible, please list key times for activities.

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**Is the event open to Public or Private event only? \***

Public

Private

**Is your event ticketed? \***

Yes

No

**If Yes, please advise the ticket cost to attendees?**

\$   
Must be a dollar amount

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

**How many volunteer hours will be take part in the planning and delivery of this event?**

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

**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.

**How many attendees are under the ages of 18?**

Must be a number.

**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 will be the beneficiaries of the event:**

- Older people
- People who identify as LGBTIQ+
- People with a disability
- People from multicultural backgrounds
- First Peoples
- People at risk of or experiencing homelessness
- Other:

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

Must be no more than 100 words

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**How will your attendees be informed of this event? \***

Must be no more than 200 words. Tell us how you will be marketing your event.

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

Must be no more than 200 words. See CoPP Acknowledgement in the Subsidy Guidelines

**Do you think this event will attract media attention? \***

Yes  No

**If yes please explain in more detail?**

Must be no more than 100 words

**Will your event have sensitive or political issues associated? \***

Yes  No

**If yes please describe?**

Word count:

Must be no more than 100 words.

## Event Day Contact

**Event Day Contact \***

Title First Name Last Name

  

**Event Day Contact Position \***

**Event Day Contact Mobile Phone Number \***

Must be an Australian phone number.

**Event Day Contact Email \***

Must be an email address.

## Venue Details

\* indicates a required field

**Which is your preferred venue? \***

St Kilda Town Hall  Port Melbourne Town Hall

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**First preferred date of event \***

Must be a date and between 1/7/2026 and 30/6/2027.

**Second preferred date of event \***

Must be a date and between 1/7/2026 and 30/6/2027.

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

Bump in

**What time will you finish setting up? \***

**What time does your event start for guests? \***

What time will the doors open?

**What time does your event finish for guests? \***

Please note - all events must conclude by 12 midnight.

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

Please note - all guests must vacate the building by 2am.

## Event details

\* indicates a required field

### Food and Alcohol Requirements

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 upon request if alcohol is being consumed for all servers.

**Will alcohol be served at the event? \***

- Yes - Included in ticket cost
- Yes - Sold at the event
- No

**Will food be served at the event? \***

- Yes - Provided by a registered caterer
- Yes - BYO
- No

**What plans do you have in place for supplying water for your attendees?**

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Please note, if you are not hiring the kitchen, we may not have provisions for you to access water.

### Caterers details

**Please note** - External cooking appliances are not permitted, please contact Council Venue Management Team prior to the event if you need further clarification.

#### Name of caterer - if applicable

#### Caterers Contact Person

First and Last name

#### Caterers Email

#### Caterers Phone Number

#### Do you require use of the deep fryer?

- Yes  No

Please note that you must provide, remove and discard any oil offsite yourself.

#### Type of Catering

- Buffet style  Cocktail style  Plated service  Other:

### OHS

**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 announcement at your event do you agree to this requirement \***

- I agree

### Event Requirements

#### Floorplan

#### Room set up:

- Banquet Sit Down  Cocktail style

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

**Please list any other floorplan details or inclusions you would like for your event.**

### Event Equipment at St Kilda Town Hall

Please let us know if you need any of the following equipment for your event.

#### **Banquet Round (1.8m tables - maximum 50)**

Must be a number.

#### **Banquet Chairs (maximum 500)**

Must be a number.

#### **Trestle Tables (1.8 x 0.75m - maximum 35)**

Must be a number.

#### **Cocktail Tables (0.90m - maximum 6)**

Must be a number.

### St Kilda Town Hall 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 before your event date. Please advise if you are having any of the following:

#### **Lectern with Microphone**

- 0  
 1  
 2

#### **Music or audio input**

- AUX  
 XLR (maximum 12 input)

#### **Wireless Handheld Microphone**

- 0  
 1

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- 2
- 3
- 4
- 5
- 6

### Microphone Stand

- 0
- 1
- 2
- 3
- 4

### Projector & Screen (HDMI connection only)

- South end - wall projection - facing fixed stage
- North end - dropdown screen - facing alcove

## Event Equipment Port Melbourne Town Hall

Please let us know if you need any of the following equipment for your event. Please note, this information will need to be provided no later than 3 months before your event date.

### Banquet Tables (1.68m - maximum 24)

Must be a number.

### Banquet Chairs (maximum 250)

Must be a number.

### Trestle Tables (1.8m x 0.75m - maximum 10)

Must be a number.

### Projector & Screen

- Yes
- No

### Lectern with microphone

- Yes
- No

### Handheld Wireless Microphone

- 0
- 1
- 2

### Microphone Stand

- 0
- 1

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### External Equipment

**Please provide details on any external equipment that you plan to bring for the event:**

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

### Details of external equipment

### 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

### 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.

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I have read the City of Port Phillip Town Hall Hire Subsidy Scheme information 2026/27 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
<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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.

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