

# Application for 2024 Booking - Discount Support Hall Hire Form Preview

## Discount Support Hall Hire - 2024

### Application Term

**This form is for bookings that are held in 2024.**

Bookings for 2025 will be on a different form that will be available in September 2024.

Please ensure that you have read the Community Grants Guidelines, paying particular attention to the Eligibility Criteria and the information about what can be funded and what will not be funded.

<https://www.whitehorse.vic.gov.au/about-council/what-we-do/awards-grants-and-funding/grants-community>

### Essential Criteria

Please note the following essential criteria is required in order for your application to be considered:

- Proof of Not-for-Profit status (via ABN) **or** Proof of Incorporation (a valid incorporation number and/or certificate of incorporation provided)
- Public Liability Insurance (PLI) (\$20 million) - or approval to purchase PLI from the venue.
- Provision of a financial report or financial statement (this is not a bank statement). Accepted forms of financial reporting include: audited financial report or a Balance Sheet (also referred to as a profit & loss statement).

## Your Organisation

\* indicates a required field

### Your Organisation

**Organisation/ Group Name \***

Organisation Name

You **must** have either an ABN **or** Incorporation Number to be eligible:

**Organisation 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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

## Is your group incorporated?

- Yes  
 No

## If your group is incorporated, please provide an accurate Incorporation Number

## Please upload your certificate of incorporation

Attach a file:

If you don't have a copy to upload, please ensure the number you provide is correct.

## Is your organisation Not for Profit? \*

- Yes  
 No

You must be a non for profit to be eligible

## Do you operate under the auspice of another organisaton? \*

- Yes  No

## Contact Details for correspondence

### Postal Address - If you have a standard street address, please enter it here

Address

  

### Postal Address - if you have a PO BOX, please enter it here

## If your group or organisation has a head office, what suburb is this located in?

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Address

  

Please

## **Admin Contact \***

First Name

Last Name

  

## **Contact Number (in case we need to contact you about this application) \***

Must be an Australian phone number.

## **Contact Email (the best email address for us to reach you on regarding your application) \***

Must be an email address.

## **Website (if applicable)**

Must be a URL.

## **Insurance**

If you do not have insurance please refer to the Council website for the Casual Hirers Policy -Information Sheet. You will also need to contact Council and speak to the Venue Manager about your activities.

Save this form, you can come back to it when you have the information you need to complete it.

Call Council on 03 9262 6333 and ask to speak to the Venue Manager of the space you are trying to book.

## **Does your organisation have Public Liability Insurance (minimum \$20mill)? \***

- Yes  Auspicing organisation has this  
 No (you need to contact Hall Hire Manager)  We have purchased Public Liability Insurance from the venue

## **Provision of Public Liability Insurance Documentation**

### **When does your Public Liability Insurance expire? \***

Must be a date.

Can be left blank if unknown.

### **Upload a copy of your certificate of currency for public liability insurance \***

Attach a file:

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### Finances

**Does your organisation have a bank account or manage finances of the group. \***

- Yes  No

### Current Financial Status

#### What is a financial report?

Financial reporting typically encompasses financial statements, which include: the income statement, balance sheet, and statement of cash flows.

A financial report is NOT a bank statement that shows how much money is in your account.

**Please note:** applications that do not provide a financial report will be ineligible to receive this grant.

**Pleased upload a copy of your Financial Report (a financial report is NOT a bank statement) \***

Attach a file:

**Is your organisation registered for GST? \***

- Yes  
 No

## Auspice Organisation

\* indicates a required field

**Auspice Name \***

Organisation Name

**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)

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DGR Endorsed

ATO Charity Type

[More information](#)

ACNC Registration

Tax Concessions

Main business location

Must be an ABN.

### Auspice Primary Address

Address

  

### Auspice Incorporation Number

### Auspice Certificate of Incorporation

Attach a file:

### Auspice Public Liability Insurance - please provide certificate of currency for \$20million \*

Attach a file:

### Auspice Primary Phone Number \*

Must be an Australian phone number.

### Auspice Primary Email \*

Must be an email address.

### Auspice Primary Website \*

Must be a URL.

## Information about your activities

\* indicates a required field

### How many years has your organisation been operating? \*

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**How many members in your organisation? \***

**How many of your members reside in Whitehorse? \***

**In which municipality do you hold most of your meetings? \***

**How many whitehorse residence will participate in the activities associated with this application ?**

ie. How many Whitehorse residents attend the regular meetings associated with this booking/ or How many whitehorse residents are expected to attend the event associated with this booking, etc.

**Is your organisation a regional service? \***

Yes  No

Regions covered

**Which regions do you cover? \***

What does your organisation do?

Please contact Council if you need clarification if your activity is eligible. (Save this form, you can come back to it when you have the information you need to complete it.)

Call 03 9262 6333 and ask to speak with the Community Grants Officer.

**Briefly explain the objectives and activities of your organisation. \***

Must be no more than 300 words.

Briefly list (bullet points) the specific activities that will take place and where they will take place (200 words recommended)

**Which category best describes your organisation? \***

- Older Persons
- Sporting Club
- Service Club
- Hobby / Enthusiasts Club
- Music Club
- Theatre group
- Other:

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**Are your organisation's activities religious, spiritual or political in nature? \***

- Yes  No

Religious Spiritual or Political activities will not be eligible

## Older Persons/ Seniors Groups

**Does your organisation, club or group operate with the sole focus of offering social engagement activities to older members of the Whitehorse Community? \***

- Yes  
 No  
 Other:

No more than 1 choice may be selected.

## Your Booking

\* indicates a required field

### Hall Hire - Booking Details

This section will require the booking reference (booking code) that is provided by the venue manager. If you don't have the booking code, please save this form and contact the venue to obtain it before you proceed.

**Please select the Venue that you have booked \***

- Blackburn South Hall  
 Box Hill Community Arts Centre  
 Box Hill Town Hall  
 East Burwood Hall  
 Eley Park Community Centre  
 Forest Hill Hall  
 Horticultural Centre  
 North Blackburn Community Hall  
 Rentoul Hall  
 Strabane Avenue Hall  
 The Round - Theatre  
 The Round - Function Space  
 Willis Room

**Please select the Venue Manager you have placed your booking with \***

- Alex Lyons  
 Alison Brash  
 Helen Ellis  
 Siobhan Steel  
 Timothy Greaves  
 Robyn McNicol  
 Sarah Bradwell  
 Other:

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### What type of booking are you seeking discount support for? \*

- Regular/ Recurring Meeting
- Once off meeting
- Function or Event
- Fundraiser
- Other:

You can select more than one option

### Recurring Bookings/Performances

You have indicated that you are applying for a regular/ recurring booking or performance. Please address all fields below.

#### Booking Frequency \*

- Weekly
- Monthly
- Quarterly
- Other:

#### Regular/Recurring Booking - reference/booking code \*

#### Please enter the date of your FIRST booking \*

Must be a date.

#### Please enter the date for your LAST booking for the calendar year \*

Must be a date.

#### How many bookings do you have between 1 Jan - 30 June (inclusive) \*

Must be a number.

#### How many bookings do you have between 1 July - 31 December (inclusive) \*

Must be a number.

### One-off Function/Event

You have indicated that you are applying for a single function/ event - please advise the following details

#### Booking Title (the name of your function or event) \*



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### Booking Reference/ Booking Code for one-off Function/Event \*

Must be a number.

This is provided to you by the venue manager

### Event/ Function Date \*

Must be a date.

## Once-Off Meeting

Please provide the details of your single booking

### Booking Title (name/purpose of meeting) \*

### Booking Reference/ Booking Code for Once-off meeting \*

This is provided to you by the venue manager

### Meeting Date \*

Must be a date.

## Fundraiser information

Approval of free use for all fundraising events is at the discretion of Council. Fundraising events receiving Discount Support should be for the benefit of the Whitehorse Community.

### Booking title for Fundraiser (event title) \*

### Fundraiser Booking Reference Booking Code \*

This is provided to you by the venue manager

### Date of Fundraising Event \*

Must be a date.

### List the organisations in the City of Whitehorse that will benefit from your fundraising event? \*

### What will the fundraising be spent on? \*

Uniforms, Equipment or Supplies

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- Tuition or Instruction
- Subsidising low income members
- Rooms or Facilities
- Charitable donation
- Other:

**Will the funds raised be spent in Whitehorse? \***

- Yes  No

Expenditure of funds

**Which organisation outside of Whitehorse will the funds be dispersed to? \***

## Outcomes of Discount Support - Hall Hire

\* indicates a required field

**Whitehorse City Council is committed to becoming a leader in sustainable practices. Has your organisation undertaken any environmentally sustainable initiatives? \***

- Members car pool to the venue
- Newsletters/communications are electronic
- Active in reducing energy consumption
- Actively reducing water consumption
- Separate and recycle waste
- Members catch public transport to events
- Members walk or cycle to events
- Serve vegetarian or vegan food options
- Our Group's activities improve the local natural environment
- Other:

**How does/will the Whitehorse Community benefit from your activities or event receiving discount support? \***

- Social opportunities for members
- Improved skills of members
- Opportunity for community to join our activity/event
- Our members share their skills in the community
- Our members provide support to non-member community members
- Our members provide support to other members
- We improve the natural or built environment
- Other:

At least 1 choice and no more than 3 choices may be selected.

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## Form Preview

**Explain why you need financial assistance from Council in the form of Discount Support (Hall hire)? \***

**Are any other community organisations involved in the activities or event for which you are applying for discount support? \***

Yes

No

**Which Community Groups are involved? \***

## Declaration

\* indicates a required field

- I certify that to the best of my knowledge the statements made in this application are true.
- I understand that if the Council approves a grant, I will be required to accept the conditions of grant in accordance with the Council audit requirements.
- I consent to the information contained within this application being disclosed to or by the Council for the purpose of assessing, administering and monitoring my current and any future the Council grant applications.
- I understand that if the Council approves a grant, I will be bound by the contents of my application to carry out my project as I have described and my application will form part of my contractual agreement with the Council.

**Please fill in details of the Authorised Representative of your organisation below as a sign they endorse this application**

**Authorised Representative \***

First Name

Last Name

**Position**

**Address**

Address

**Phone Number \***

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Must be an Australian phone number.

**Email \***

Must be an email address.

\*

I certify the above is correct

PRIVACY NOTIFICATION - The personal information requested on this form is being collected for the purpose of assessing, processing and allocating Community Grants. The information will be used solely by Council for that primary purpose or directly related purpose and will not be disclosed to any other party except as required by law. Your personal information held may be accessed by you by contacting Council's Community Grants Officer, via the Customer Service desk 9262 6333.