

Regular use of a community hall

Application form

1. Name of group/organisation

2. Community facility required (Please select venue below)

Facility Name	Room	Room size	Venue required
Community halls			
Avondale Heights Community Precinct Stadium	Stadium	Large	
Bowes Ave Community Hall	Hall	Large	
	Multipurpose room	Small	
Bradshaw Street Community Hall	Hall	Large	
	Multipurpose room	Large	
Canterbury Street Stables	Hall	Large	
Cooper Street Community Centre	Program room 3	Small	
	Program room 4	Small	
Doutta Galla Community Hall	Room 1	Small	
	Room 2	Small	
	Hall	Large	
Emerald Street Community Hall	Community hall	Small	
Ratcliffe Community Hall	Community hall	Large	
Strathmore Heights Community Hall	Community Hall	Large	
Woodlands Park House	House	Small	
Crown Street Stables	Loft	Large	
	Café	Large	
Neil Heinze Pavilion	Community hall	Large	
Community centres			
Flemington Community Centre	Computer room	Small	
	Class Room 4	Small	
	Class Room 3	Small	
	Class Room 2	Small	

	Main hall	Large	
Neighbourhood centres			
Ascot Vale Neighbourhood Centre	Meeting room	Small	
	Dining room	Small	
	Main hall	Large	
Burley Griffin Neighbourhood Centre	Large room	Large	
Kellaway Ave Neighbourhood Centre	Hall 1 (kitchen)	Large	
	Hall 2 (stage)	Large	
Nancye Kirchner Neighbourhood Centre	Room 1	Large	
	Room 2	Large	
Niddrie Hub	Hall	Large	
Libraries			
Avondale Heights Library and Learning Centre	Training room 1	Small	
	Training room 2	Small	
	Meeting room	Small	
Flemington Library	Meeting room	Small	
Sam Merrifield Library	Meeting room 1	Small	
	Meeting room 2	Small	
	Meeting room 3	Small	
Niddrie Library	Meeting room	Small	
Early years' centres			
Rhonda Davis Early Years Centre	Community room	Large	
Lincoln Rd Early Years Centre	Community room	Small	
Milleara Integrated Learning and Development Centre (MILD)	Board room	Small	
	Seminar room 1	Small	
	Seminar room 2	Small	
	Seminar rooms 1 and 2	Large	

3. Details for nominated primary contact

First name Last name

Postal address

Suburb Postcode

Phone (daytime) Phone (evening)

Phone (mobile)

Email

Role in group

Would you prefer to receive correspondence via email? Yes No

4. Details for nominated secondary contact

First Name Last name

Postal address

Suburb Postcode

Phone (daytime) Phone (evening)

Phone (mobile)

Email

Role in group

5. Booking commencement date

..... / / 2018

6. Booking completion date

..... / / 2018

7. Required booking day/s and time/s:

Monday From am/pm To am/pm

Tuesday From am/pm To am/pm

Wednesday From am/pm To am/pm

Thursday From am/pm To am/pm

Friday From am/pm To am/pm

Saturday From am/pm To am/pm

Sunday From am/pm To am/pm

8. How regularly do you meet?

Weekly Fortnightly Monthly

Other

9. School Holidays

Do you require use of the facility during school holidays? (Refer to 2018 calendar provided) Yes No

10. Public Holidays

Do you require use of the facility on public holidays? (Refer to 2018 calendar provided) Yes No

11. Group/Organisation Information

This section is for the purpose of gaining more information about our regular hirers with the view to providing information to the community.

How can Council direct an individual inquiring about your group/organisation?

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.....

I do not want Council to pass my contact details onto the public

What does it cost for an individual to join your group/organisation and to participate in your group? Are concessions or special rates available?

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.....

Organisation website

What age groups do your activities cater for? Children Adults Seniors All ages

How many people are expected to be in the facility at any one time? Max

Please detail the specific activities conducted during your booking:

.....
.....

Please outline how the community will benefit from the activities provided by your group:

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.....

Are your activities accessible to people of all abilities? Yes No

12. Public liability insurance

Important: Application Forms will not be accepted without current public liability documentation attached. This will be strictly enforced for the 2018 process (please send copies)

Policy number

I have attached proof of current public liability attached (all groups)

I do not have public liability and wish to purchase from council

13. Incorporated Association

Is your group currently incorporated under the Association Incorporation Act? Yes No

If yes, please provide Association Number

I have attached proof of incorporation attached (if not- for- profit)

14. Australian Business Name (ABN)

Does your group/organisation have an ABN number?

Yes No If yes, please provide ABN number

15. Further Information on your group/activity

Does your organisation directly service low or no income earners
(unemployed, pensioners, healthcare care card, students etc)?

Yes No

Please explain the nature of your activity and how it benefits the Moonee Valley Community?

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How many members does your organization / group have?.....

How many people will attend this booking (per session?

Are over 50 percent of your attendees any of the following (please tick)

- Aboriginal to Torres Strait Islanders
- Disabled
- Health care card holders
- LGBTIQ
- New arrivals
- Pensioners
- Students

Does your organisation/group receive a subsidy from MVCC or other levels of Government for this activity?

Yes No

Does your organisation/group have limited financial capacity? Yes No

If yes, please outline

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Do you charge attendees to attend your booking? Yes No

If yes, how much per person per session?.....

Declaration:

I hereby acknowledge that I have received and read a copy of the Community Halls Terms and Conditions. I undertake, on the application being granted to comply in all aspects with such conditions and I expressly agree to indemnify Moonee Valley City Council, its servants and agents and the Mayor, Councillor and Citizens of the City of Moonee Valley, in accordance with attached conditions of hire. I realise that my group and I are responsible for any loss or damage to the facility and its contents and therefore agree to pay any costs incurred as a result of this loss or damage

Signature of applicant Date

Signature of Secondary Contact Date

OFFICE USE

- Entered into spreadsheet
- Public liability registered
- Confirmation letter sent
- Timezone updated
- Keys issued

Booking number Date entered / / 2018

