

How to apply for 2018 REGULAR community centre space:



1. Make a Time to Talk and Collect Application Form 30th August – 24th September

By calling, emailing or visiting your nearest Community Centre you can arrange to talk with staff in-person about your ideas. We love having conversations and getting to know Activity Providers! Community Centre staff will step you through a simple Application Form, Conditions of Hire Agreement, pricing, and other important considerations, including Neighbourhood Activation Priorities.



2. Submit your Application By 24th September

All Applications are due before the 24th September, and will be submitted directly to your preferred Community Centre. In addition to your completed Application Form, you will attach a copy of your Public Liability Insurance Certificate of Currency, Incorporation Certificate (if applicable), and Bond Payment details (if applicable). This is when you nominate preferred venues and booking times.



3. Applications Assessed 25th September – 6th October

Applications will be assessed by each Centre. Preference will be given to those that clearly promote identified Neighbourhood Activation Priorities. Centres aim to provide a diverse mix of activities across the timetable. Please note: Wyndham's Community Centre spaces are in high demand, (particularly during evenings and weekends). Not all Applications may be successful.



4. Booking Confirmed 9th October – 13th October

All successful applicants will receive a Booking Confirmation by Friday 13th October, and can begin promoting the activity to the public. Centre staff will endeavour to assist those who are unsuccessful to locate alternative spaces.



5. Site Orientation Early 2018

Attend a Site Orientation a couple of weeks before your activity commences to receive a key, an alarm pin code and be taken through emergency procedures as well as how to use equipment. This is a good chance to ask questions and get comfortable with the Centre prior to your Activity commencing.

Turn your activity idea
into reality at your local
Community Centre !

