

# COMMUNITY CENTRE APPLICATION -EXTERNAL

CASUAL     REGULAR



## Activity Provider Details

Organisation/Group Name	
1 <sup>st</sup> Contact Name	
1 <sup>st</sup> Contact Mobile Number	
1 <sup>st</sup> Contact Email Address	
2 <sup>st</sup> Contact Name	
2 <sup>st</sup> Contact Mobile Number	
2 <sup>st</sup> Contact Email Address	
Billing Address	
ABN Number	
Incorporation Number	

## Activity Details

*(Describe the purpose of your activity, and in a practical sense, how you intend to use the space)*


Please provide details of noise level eg: singing, drums etc:

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Are your participants required to pay membership/entrance/donation fees     Yes     No

If you have answered yes, please provide the amount:    \$ \_\_\_\_\_

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## Booking Details

1 <sup>st</sup> Preferred Community Centre					
2 <sup>nd</sup> Preferred Community Centre					
Casual booking? <i>If Yes, provide date</i>		Date	Day	Room	
Regular booking? <i>(an ongoing series of activities)</i>		Start day and date:		End day and date:	
Day	Start time <i>(incl set up)</i>	Finish time <i>(incl pack up)</i>	Max people	Name of Activity <i>(e.g. worship service/adult ballet/board meeting)</i>	Room
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Frequency?	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Bi-monthly <input type="checkbox"/>	
Additional dates required					
This activity will operate during school holidays?				Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you intend to operate on Public Holidays? <i>(Please confirm with Centre staff and note that additional fees may apply.)</i>				Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>DETAILS:</b>					

**\*Bookings are to be a maximum of 4hrs in a single Community Centre over Fri-Sun (peak times), with a maximum of 2 x bookings across multiple locations**

## Additional Information

Storage space required (if available)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="checkbox"/> Small <input type="checkbox"/> Medium <input type="checkbox"/> Large <input type="checkbox"/> Complete storage room		
Access to AV equipment required (if available)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you bringing any equipment to the centre?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, provide the details of equipment:</i>		

## Public Liability Insurance (PLI) ***Mandatory for all activities in the Community Centre***

<input type="checkbox"/>	I have attached a Certificate of Currency for PLI policy (Must include cover up to \$20million, up to date and correct name)
<input type="checkbox"/>	I wish to apply for cover under the Council's PLI policy \$26.05 – conditions apply
<input type="checkbox"/>	I have attached a Certificate of Currency for my private caterer ( Must include cover up to \$20million, up to date and correct name)

### **Important Considerations (only tick the boxes which apply and sign)**

#### Advertising

- I agree that Wyndham City may **promote my activity** in publications (*newsletter, website etc.*).
- I agree that Wyndham City staff may release contact information to the general public to assist with activity enquiries. (If not one of the contact persons above, please provide staff with alternative details)

#### Permits

- I will be selling food (If so, call 9742 0777 to discuss with Council's Environmental Health Department)
- I will be serving or  selling alcohol (If you intend to sell drinks visit [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au) to apply for a Temporary Liquor License)

#### Subsidy

- I have completed a Subsidy form. Wyndham City offers a venue hire **subsidy scheme** to support 'regular' seniors & disability specific activities in Community Centre's (*to find out if your group might be eligible, please call 9742 0867*).

#### Local Priorities

Wyndham's Community Centres are in high demand. Community Centre activities that can clearly demonstrate **neighbourhood benefit** will be prioritised (*speak to Centre staff about 'Local Activation Priorities' & how your group could add value*).

## Shared Space

The Community Centre is a shared space. **Please be respectful of others. This includes keeping the noise levels at the acceptable levels.** Your activity will be taking place within one or more Community Rooms, yet we would remind you that your participants will be moving through common areas containing shared amenities **which will need to be supervised and maintained** as part of the Conditions of Hire.

## Green & Inclusive

Wyndham City Council encourages Activity Providers to contribute to **strong healthy neighbourhoods** by planning for environmentally sustainable and socially inclusive community activities (*speak to Centre staff for practical tips and info sheets*).

## Confirmation

**This is an application only:** requested dates and location are not secured until you receive a written Booking Confirmation. This is issued once the application has to be approved, bond paid, hire fees paid (*where applicable*), and a site orientation booked.

## Site Orientations

It is **compulsory** to attend a scheduled Site Orientation/Induction prior to your booked activity.

I understand that it's my responsibility to unlock the room, set up, pack up, and open/close the partition walls.

## Conditions of Hire

*I acknowledge that **I have read and understood the Wyndham Community Centres Conditions of Hire** and agree to comply in all respects with them. Where the Hirer is an organisation, I certify that I am duly authorised to sign this Application Form on behalf of that organisation.*

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

**(Group/organisation name)**

**Privacy:** Your personal information is being collected by Wyndham City Council under its functions of the Local Government Act 1989. Your information will be stored and used by Council and its contracted service providers in delivering Council services. It will otherwise remain private within Council unless disclosure is required by law or consented to by you. You may apply for access and/or amendment of your information by writing to Council's Privacy Officer