

## Encore Events Centre – Community Discount Guidelines

Wyndham City Council provides discounted venue hire at Encore Events Centre to eligible groups and organisations that meet specific criteria. The program aims to support community celebrations and functions through tailored fees for:

- Not-for-profit (NFP) or Incorporated Groups registered within Wyndham City Council
- Not-for-profit (NFP) or Incorporated Groups registered outside Wyndham City Council

To be eligible for the discounted fee, applicants must provide the required supporting documentation listed below with their Event Enquiry Form.

### Supporting Documentation Requirements:

#### 1. Not-for-profit (NFP) or Incorporated Groups

- Not for Profit or Incorporated Organisation registration.
- Australian Business Number (ABN) – Organisations and registered location will be verified via the ABN Lookup and the Australian Charities and Not-for-Profit Commission (ACNC) Register.

### Approval may not be provided to:

- Any group or organisation that relates to a state government, public administration, or policy making body.
- Any group or organisation that fails to provide the required documentation or misrepresents itself as eligible. If an organisation is found to have misrepresented its eligibility or uses the venue for undisclosed purposes, any approved discount may be revoked.

### Conditions

Discounted fees:

- Are available for venue hire only.
- Available for one day only to a maximum value of \$2,000 inc. GST\*
- Can only apply to one event per financial year.
- Will not apply to events held in the past.