

Wyndham Cultural Centre

EOI Process Guide – External Hirers

This guide explains how the Expression of Interest (EOI) process works when you want to hire the Wyndham Cultural Centre, 177 Watton Street, Werribee 3030. Please read it alongside the Wyndham Cultural Centre Conditions of Hire, which remain the governing document for your booking.

1. Who can apply

Rounds 1 is only open to returning hirers of the venue. If you have not hired the Wyndham Cultural Centre before, you cannot submit an EOI in Rounds 1, but you can apply in Round 2 alongside all other returning hirers.

2. EOI release schedule

We release EOIs in 2 rounds, giving priority access to certain hirer groups before the process opens to everyone else. You can only submit your EOI once your round has opened.

Round	Who it's for	Month Open
Round 1	Dance and calisthenics hirers	September
Round 2	New hires	November

3. The EOI process

3.1. Submit your EOI

Submit your EOI once your round has opened (see the schedule above). Submitting an EOI does not confirm your booking – it is an application only. [\[link to EOI form\]](#)

3.2. We review your EOI

We review all EOIs and try to accommodate all applicant request per round, we will let you know the before additional rounds are released.

3.3. Cultural Venues Application Form

If your EOI is successful, we will send you a Cultural Venues Application Form. You must complete and submit this before we can prepare your Booking Estimate.

3.4. Booking Estimate

We will issue a Booking Estimate setting out your proposed event details and estimated costs. You must accept the estimate within two weeks, or we will not finalise your event details and costs.

3.5. Deposit invoice

Once you accept the estimate, we will issue a deposit invoice.

3.6. Deposit

You must pay the deposit within 30 days of the invoice date. We will not confirm your booking until you have paid the deposit.

3.7. Booking confirmed

Your booking is confirmed once we have received your deposit payment.

4. Key obligations once booked

Once your booking is confirmed, the full Wyndham Cultural Centre Conditions of Hire apply. You should be aware of the following key obligations in particular:

- **Equipment** – you must provide any extra equipment beyond what we supply, and all electrical equipment must be tested and tagged to Australian Standard AS 3760
- **Safety** – we may require a Risk Assessment, and your crew must complete a safety induction; you must supply your own backstage first aid kit and nominate a Fire Warden
- **Hazardous items** – you must declare any hazardous or high-risk items, with supporting documents such as a Safe Work Method Statement (SWMS), Job Safety Analysis (JSA) or Material Safety Data Sheet (MSDS) submitted at least six weeks before your booking
- **Minimum staffing** – we determine the minimum technical, front of house and other staffing needed to safely run the venue during your booking, and provide this staff at your cost
- **Ticketing** – we manage all ticketing for your event; ticket revenue, less booking fees, is paid to you within 30 days of the end of your booking
- **House seats** – we may hold up to six house seats per performance at our discretion, separate from any seats you ask us to hold for your own use
- **Food and drink** – you cannot bring food or drink, including alcohol, into the venue without our prior written consent, and all catering must comply with our Event Food and Catering Guidelines; we operate the venue's kiosk ourselves

5. Cancellations

Cancellations or amendments must be made in writing. Cancellation fees apply depending on how far you cancel in advance.

The following cancellation fees apply:

- (a) At least 90 days' notice of cancellation: no cancellation fee.
- (b) Between 30 and 90 days' notice of cancellation: 50% of the full booking amount.
- (c) Less than 30 days' notice of cancellation: 100% of the full booking amount.

6. Questions

If you have questions about the EOI process or your round, contact us before submitting your EOI.

Ph (03) 8734 6000 – Email culturalcentreadmin@wyndham.vic.gov.au