

## Discount Use of Town Halls for Community Events Application Fact Sheet



The City of Yarra offers Discounted Use of Town Halls for Community Events, giving eligible groups a reduced rate of hall hire.

Not-For-Profit community groups operating within Yarra can apply for discounted rates for **one event** held at a Yarra Town Hall **per financial year** for a period 12 hours or less.

To be eligible to apply for Discounted Use, a group must be:

- Not for profit; and
  - Incorporated;
- or
- Auspiced by an eligible organisation.  
(Auspicing is an option made available to smaller non-incorporated, not-for-profit community groups. It means that an official arrangement has been made with an eligible organisation and that they, the auspicing organisation, have agreed to take responsibility for your event in an official capacity.)

Key points when assessing eligibility:

- Whether the group is Yarra based;
- The level of benefit to Yarra residents and the local community;
- The level of involvement of Yarra residents and the local community.

Once applications have been received by Venues & Events, they will then be forwarded on to the Community Grants Team for assessment.

If an application is successful, the hirer will be required to pay 10% of the cost of the hall hire. The City of Yarra will cover the remaining 90% of the hall hire fee as determined at the time of application. Applicants will still need to pay a bond upfront (currently \$1,000) to confirm their booking. Applicants will also need to be prepared to pay for any security costs which may be required by standard Venues & Events policies. All usual conditions of hall hire still apply and all Venues & Events criteria must be met or the application for Discounted Use will be considered ineligible.

As part of the discount arrangement hirers whose applications are successful are required to acknowledge the City of Yarra in all publicity, catalogues, programs etc.

The hall access times specified on your application form must be correct when you submit your form. If times are changed at a later date, you will be charged the normal fee per hour (currently \$250.00 per hour) for every additional hour and this will not be discounted. If kitchen hire is added at a later date this will not be discounted.

Equipment hire is not discounted.

Hirers are also required to have public liability insurance cover and to provide a certificate of currency. If the hirer does not have this insurance then they must use the City of Yarra public liability insurance at the fee stipulated by Venues & Events (currently \$82 per day).

Applications for discounted use must be received at least seven weeks prior to the event to ensure adequate time is allowed for a decision to be made about the application.