

2027_Community Venues EOI_Application

Form Preview

Introduction

Overview

The annual **Expression of Interest (EOI)** for regular hire allows individuals, creatives, Not-For-Profit and community groups to apply for the regular use of Council's Community Venues to craft activities and programs that respond to the needs of the Inner West community.

Indoor Venues Fee Scale Policy

Council provides a scaled fee structure for the hire of indoor venues, please refer to Council's [Indoor Venues Fee Scale Policy](#) for details.

Incomplete applications and/or applications received after the closing date will still be considered on a case-by-case basis.

For more information

For more information and assistance with the form, contact the Bookings office on ph: (02) 9392 5923

Contact for Application

* indicates a required field

About you

Are you or are you applying on behalf of:

Applicant Contact Details

Contact Name *

First Name

Last Name

Hint: This is the primary person Council will communicate with about this application

Phone Number (business hours) *

Must be an Australian phone number.
Include area code

Email Address *

Must be an email address.

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Hint: This is the email address Council will use to communicate with you about this application

Address Details

Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Details

* indicates a required field

Organisation Contact Details

Please think carefully about the Organisation that is applying. If successful, this organisation will be required to sign a hire agreement and be responsible for any activities in the venue. If you are applying as an individual, use your own name in the "legal name of organisation" field

Legal name of organisation *

Organisation Name

Hint: Please use your organisation's full name. Check your spelling and make sure you provide the same name that is listed in official documentation such as with the ABR, ACNC or ATO

Organisation contact *

First Name

Last Name

Hint: Who is responsible for this activity from start to finish?

Position held in organisation

Hint: Manager, Board Member, Fundraising Coordinator

Organisation address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation phone number *

Must be an Australian phone number. Include area code

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Organisation email address (if different from the contact email)

Must be an email address.

Do you or your organisation have an ABN? *

- ☐ Yes
☐ No

ABN Lookup

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

Is your organisation registered for Goods and Services Tax (GST)? *

- ☐ Yes
☐ No

Supporting Materials

Please upload a copy of your organisation's Certificate of Public Liability Insurance to the value of \$20 million

Attach a file:

Are you an incorporated association under the Incorporations Act 2009?

- ☐ Yes
☐ No

Please provide your organisation's Certificate of Incorporation Registration Number

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Hire Details

* indicates a required field

Hire Summary

Please specify the name of the recurring event and the nature of activities that will be taking place.

**Activity Event name
(maximum 15 words) ***

Must be no more than 15 words.
Hint: Provide a name for your project/program/initiative. Your title should be short but descriptive

**Please describe the
specifics of your
activity / event
(maximum 100 words) ***

Word count:
Must be no more than 100 words

Start Date *

Must be a date and no earlier than 1/1/2027.
Hint: The period of hire for this round is calendar year 2027

End Date *

Must be a date and no later than 31/12/2027.

Start Time (am/pm) *

Finish Time (am/pm) *

Note that times MUST include set up and pack up - Hirer must have vacated venue by the requested finish time

**Days of the week
required ***

- | | |
|------------------------------------|-----------------------------------|
| ☐ Monday | ☐ Friday |
| ☐ Tuesday | ☐ Saturday |
| ☐ Wednesday | ☐ Sunday |
| ☐ Thursday | |

**Do you want to use the
venue during the school
holiday period? ***

- ☐ Yes
☐ No

Booking frequency *

- ☐ Weekly
☐ Fortnightly
☐ Monthly
☐ Other:

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Select monthly frequency *

If you have an irregular schedule or if none of the above apply, please attach a list of your preferred dates and times

Attach a file:

A Word, Excel or PDF document preferred

Target Demographic (maximum 2 selections)

Is your activity targeting a general audience (i.e. the Inner West community) or do you address specific groups in the local area? Please state which Inner West community members will benefit from your activities in the venue via the questions below.

Primary target audience (maximum 2 selections) *

- ☐ Aboriginal and Torres Strait Islander peoples
- ☐ Aboriginal and Torres Strait Islander communities
- ☐ All residents
- ☐ Women
- ☐ General public
- ☐ Children and families
- ☐ Aged 55 years+
- ☐ Culturally and linguistically diverse communities
- ☐ Youth
- ☐ People from diverse backgrounds
- ☐ People with disability
- ☐ Refugees or asylum seekers
- ☐ LGBTQIA+
- ☐ People who are homeless (including residents of boarding houses)
- ☐ Other:

Hint: You may select up to two items. Select who the primary beneficiaries / contributors are

Activity / Event Details

Which of the following best describes your activity / event? *

- | | |
|---|---|
| ☐ Corporate, promotional or profit making purposes | ☐ Rehearsal |
| ☐ Revenue raising for your organisation | ☐ Concert / Musical or Performance |
| ☐ Fundraiser / Charity event | ☐ Exhibition |
| ☐ A private function | ☐ Community Event |
| ☐ Delivery of a funded community service | ☐ Cultural Celebration |
| ☐ Community education and awareness building | ☐ Conference |
| ☐ Children's playgroup | ☐ Public Forum |
| ☐ Religious / Spiritual / Occasion of worship | ☐ Trade Shows |

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- | | |
|---|--|
| ☐ Physical / Health or Sport / Exercise activity | ☐ Political Branch Meeting |
| ☐ Artistic / Creative | ☐ Other event of a political nature |
| ☐ Support Group meeting / session | ☐ Other: <input type="text"/> |

Who is the activity / event open to? *

- ☐ The general public
- ☐ Members only
- ☐ By invitation only

Venue Requested (maximum 4 selections)

Please locate which venue/s you wish to use for your event/s or program. Please select a maximum of four venues only.

Which venue do you require? (maximum 4 selections) *

- | | |
|---|---|
| ☐ Annandale Community Centre Back Hall | ☐ Jimmy Little Community Centre - Main Hall (Lilyfield) |
| ☐ Annandale Community Centre Upstairs Hall | ☐ Leichhardt Library Meeting Room |
| ☐ Annandale Community Centre Meeting Room | ☐ Leichhardt MarketPlace Community Room |
| ☐ Ashfield Activity Room - Therese Heffernan Room (Room 1) | ☐ Leichhardt Town Hall - Main Hall |
| ☐ Ashfield Activity Room - Patricia Blackman Room (Room 2) | ☐ Marrickville Pavilion Hall |
| ☐ Ashfield Activity Room - Peter Cross Room (Room 3) | ☐ Marrickville Library - Francis Charteris Learning Room (1.1) |
| ☐ Ashfield Activity Room - Irene Williams Room (Room 4) | ☐ Marrickville Library - Pauline McLeod Learning Room (1.2) |
| ☐ Ashfield Town Hall | ☐ Marrickville Town Hall - Main Hall |
| ☐ Balmain Town Hall - Main Hall | ☐ Marrickville Town Hall Creative Studio - Winged Victory |
| ☐ Balmain Town Hall - Uncle Bob Webb Chambers | ☐ Marrickville Town Hall Creative Studio - Creative East |
| ☐ Balmain Library - Edna Ryan Meeting Room | ☐ Marrickville Town Hall Creative Studio - Creative West |
| ☐ Clontarf Cottage (Balmain) | ☐ Mervyn Fletcher Hall (Haberfield) |
| ☐ Hannaford Community Centre Heffernan Hall | ☐ Petersham Town Hall - Main Hall |
| ☐ Hannaford Community Centre Activity Room | ☐ Petersham Town Hall Creative Studio - Pan Pacific Room |

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- | | |
|--|--|
| ☐ Hannaford Community Centre Media Room | ☐ Seaview Street Hall (Dulwich Hill) |
| ☐ Hannaford Community Centre Meeting Room | ☐ St Peters Town Hall - Downstairs Meeting Room |
| ☐ Hannaford Community Centre Meeting Room & Lounge | ☐ St Peters Town Hall - Upstairs Hall |
| ☐ Haberfield Centre - Michael Maher Room | ☐ Summer Hill Community Centre Main Hall |
| ☐ Haberfield Centre - Graham Yarroll Room | ☐ Whites Creek Cottage (Lilyfield) |
| ☐ Haberfield Centre - Euphemia Ferrier Meeting Room | ☐ Whites Creek Stables (Lilyfield) |
| ☐ Haberfield Centre - Thelma Hatfield Meeting Room | ☐ Yanada Room (Lewisham) |
| ☐ Herb Greedy Hall (Marrickville) | |

No more than 4 choices may be selected.

If this venue is deemed inappropriate for your activities, will you accept an alternate venue as proposed by council staff? *

- ☐ Yes ☐ No

Participant Details

Proportion of participants that live in the Inner West Council Local Government Area *

- ☐ 10% or less ☐ Approximately 50% ☐ 100%
☐ Approximately 25% ☐ Approximately 75%

This includes the suburbs of Annandale, Ashfield, Balmain (including Balmain East), Birchgrove, Dobroyd Point, Dulwich Hill, Enmore, Haberfield, Leichhardt, Lewisham, Lilyfield, Marrickville, South Marrickville, Petersham, Rozelle, Stanmore, St Peters, Summer Hill, Sydenham, Tempe. Inner West Council also includes parts of Ashbury, Camperdown, Croydon, Croydon Park, Hurlstone Park and Newtown.

Number of participants *

Must be a number.

Is the activity open to the public? *

- ☐ Yes
☐ No

Do you consent to have your program and contact details

- ☐ Yes
☐ No

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published on Council's website? *

Is the activity for religious devotional purposes? *

- ☐ Yes
☐ No

Is the activity being held for fundraising purposes? *

- ☐ Yes
☐ No

Will you be providing services to children requiring compliance with the Child Protection (Working With Children) Act 2012? *

- ☐ Yes
☐ No

If YES, you are required to be able to provide on request, all necessary clearances, permissions, certificates and permits as directed by the legislation (such as a Working with Children Check). Failure to do so may result in Council cancelling the booking

Will you be serving food or engaging the services of a contractor to provide food services during your booking? (this includes temporary food stalls or mobile food vehicles) *

- ☐ Yes
☐ No

If yes, you are required to ensure compliance with current Food Safety Standards, and if applicable, hold an appropriate Temporary Food Stall license issued by Inner West Council

Will you be engaging the services of a contractor to conduct activities on the premises during your booking? *

- ☐ Yes
☐ No

If yes, you are required to obtain and provide to Council a copy of the contractors' Certificate of currency for public liability insurance to the value of twenty million dollars.

Will alcohol be served or sold at the facility during your booking? *

- ☐ Yes
☐ No

If yes, you are required to obtain and provide to Council details of an appropriate license. You will be required to provide the name of the delegated attendee with an RSA accreditation and upload/attach their certificate of accreditation.

Cost to participate

Is the activity free to participants? *

- ☐ Yes
☐ No

Session cost

Please advise what the cost for participants is for each session of your activity.

What do participants have to pay to attend per session? *

- ☐ Free (\$0) ☐ \$5-\$10 ☐ Over \$20
☐ \$1-\$2 ☐ \$10-\$15 ☐ Other:

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☐ \$2-\$5 ☐ \$15-\$20
If over \$20, please specify in 'Other'

Do you offer concession or lower fees for people on low incomes or with a Health Care Card? *

☐ Yes
☐ No

Low Income & Health Care Card holder concession

What is the concession price for persons on low income or with Health Care, Pension or other concession cards? *

☐ Free (\$0)
☐ \$1-\$2
☐ \$2-\$5
☐ \$5-\$10
☐ \$10-\$15
☐ \$15-\$20
☐ Over \$20

Child Safe Requirements

Regular hirers proposing child related work must maintain:

- Compliance with relevant child protection legislation and regulation, including for all staff, agents and contractors engaged or sub-contracted
- Compliance guided by appropriate child protection policies and procedures
- Working with Children Checks for all employees, volunteers, other individuals and members community groups who are engaged with the Child Related Work
- Child safety risk management strategies and utilise these in their work
- Child protection and child safety training and induction.

The Office of the Children's Guardian offers a free online learning program Child Safe eLearning. Please visit the [website](#) for more information.

Fee Subsidy

*** indicates a required field**

Applying for fee subsidy

Are you applying for a fee subsidy for your activities in the venue? *

☐ Yes
☐ No

Category for fee subsidy

What fee subsidy category are you requesting? *

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- ☐ Category 1: 100% fee subsidy
- ☐ Category 2: 50% fee subsidy

Please note that a reduced or full fee subsidy does not apply to bonds, key deposits or additional costs associated with the booking such as security call-outs

Organisation details

Are you registered under the Charitable Fundraising Act 1991? *

☐ Yes
☐ No

Is your organisation locally based? *

☐ Yes
☐ No

Are you applying as a Creative Organisation or Creative Individual under the Creative Town Halls initiative? *

☐ Yes
☐ No

Declaration

* indicates a required field

Confirmation of eligibility

I confirm that:

- I have read and understood the Inner West Council Grants Fee Scale Policy 2020.
- I am an Australian citizen, resident or relevant visa holder aged over 18 years.
- I am a resident of or delivering services in the Inner West Council area or offer a project that benefits residents of the Inner West.
- I am applying as or on behalf of an unincorporated community group not-for-profit organisation; or an incorporated not-for-profit organisation.
- I have no outstanding debts to Inner West Council
- I can demonstrate my program or activity is in the public interest and aligns with Council's Community Strategic Plan, policies and regulations.
- I am only submitting one application to the Inner West Council for the annual **Expression of Interest (EOI)** for regular hire of Indoor Venues in 2027.

Confirmation *

- ☐ Yes
- ☐ No

Please confirm that all statements above are true and correct and that you are eligible to apply.

Declaration

I certify that, to the best of my knowledge, the information provided in this application is true and accurate.

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I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be disclosed under the provisions of the Government Information (Public Access) Act 2009 and correspondence from Council may be made available for viewing by the general public

Applicant's endorsement

*

☐ Yes

Name of authorised person *

First Name

Last Name

Organisation (if applicable)

Organisation Name

Position (if applicable)

Position held in organisation

Declaration date *

Hint: Late applications will still be accepted, however they will be assessed after those submitted during the EOI period

Important note for applicants

Please keep a record of the SmartyGrants (username and password) details you used to submit this application.

You will need your SmartyGrants login details for all future communications relating to this project, including funding agreements and evaluation acquittal reports.