

2025_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.

| Information from the Australian Business Register | |
|---|----------------------------------|
| ABN | |
| Entity name | |
| ABN status | |
| Entity type | |
| Goods & Services Tax (GST) | |
| DGR Endorsed | |
| ATO Charity Type | More information |
| 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

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Please provide your organisation's Certificate of Incorporation Registration Number

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 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 1/1/2025.
Hint: The period of hire for this round is calendar year 2025

End Date *

Must be a date and no later than 31/12/2025.

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 *

- | | |
|------------------------------------|-----------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Saturday |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Sunday |
| <input type="checkbox"/> Thursday | |

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

- ☐ Yes
☐ No

Booking frequency *

- ☐ Weekly
☐ Fortnightly
☐ Monthly

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☐ Other:

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

☐ All residents

☐ Women

☐ Children and families

☐ Older people (over 55 years old)

☐ People from culturally and linguistically diverse communities

☐ Youth

☐ People with a disability
☐ Refugees and asylum seekers

☐ Lesbian, gay, bisexual, transgender, queer communities

☐ People who are homeless (including residents of boarding houses)

☐ Other:

No more than 2 choices may be selected.

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

☐ Revenue raising for your organisation

☐ Fundraiser / Charity event

☐ A private function

☐ Delivery of a funded community service

☐ Community education and awareness building

☐ Children's playgroup

☐ Rehearsal

☐ Concert / Musical or Performance

☐ Exhibition

☐ Community Event

☐ Cultural Celebration

☐ Conference

☐ Public Forum

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- | | |
|---|--|
| <input type="checkbox"/> Religious / Spiritual / Occasion of worship | <input type="checkbox"/> Trade Shows |
| <input type="checkbox"/> Physical / Health or Sport / Exercise activity | <input type="checkbox"/> Political Branch Meeting |
| <input type="checkbox"/> Artistic / Creative | <input type="checkbox"/> Other event of a political nature |
| <input type="checkbox"/> Support Group meeting / session | <input type="checkbox"/> 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) *

- | | |
|---|---|
| <input type="checkbox"/> Annandale Community Centre Back Hall | <input type="checkbox"/> Jimmy Little Community Centre - Meeting Room (Lilyfield) |
| <input type="checkbox"/> Annandale Community Centre Upstairs Hall | <input type="checkbox"/> Leichhardt Library Meeting Room |
| <input type="checkbox"/> Annandale Community Centre Meeting Room | <input type="checkbox"/> Leichhardt MarketPlace Community Room |
| <input type="checkbox"/> Ashfield Activity Room - Therese Heffernan Room (Room 1) | <input type="checkbox"/> Leichhardt Town Hall - Main Hall |
| <input type="checkbox"/> Ashfield Activity Room - Patricia Blackman Room (Room 2) | <input type="checkbox"/> Marrickville Pavilion Hall |
| <input type="checkbox"/> Ashfield Activity Room - Peter Cross Room (Room 3) | <input type="checkbox"/> Marrickville Library - Francis Charteris Learning Room (1.1) |
| <input type="checkbox"/> Ashfield Activity Room - Irene Williams Room (Room 4) | <input type="checkbox"/> Marrickville Library - Pauline McLeod Learning Room (1.2) |
| <input type="checkbox"/> Ashfield Town Hall | <input type="checkbox"/> Marrickville Town Hall - Main Hall |
| <input type="checkbox"/> Balmain Town Hall - Main Hall | <input type="checkbox"/> Marrickville Town Hall Creative Studio - Winged Victory |
| <input type="checkbox"/> Balmain Town Hall - Meeting Room | <input type="checkbox"/> Marrickville Town Hall Creative Studio - Creative East |
| <input type="checkbox"/> Balmain Library Meeting Room | <input type="checkbox"/> Marrickville Town Hall Creative Studio - Creative West |
| <input type="checkbox"/> Clontarf Cottage (Balmain) | <input type="checkbox"/> Mervyn Fletcher Hall (Haberfield) |
| <input type="checkbox"/> Hannafor Community Centre Heffernan Hall | <input type="checkbox"/> Petersham Town Hall - Main Hall |

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- | | |
|--|---|
| <input type="checkbox"/> Hannaford Community Centre Activity Room | <input type="checkbox"/> Petersham Town Hall Creative Studio - Pan Pacific Room |
| <input type="checkbox"/> Hannaford Community Centre Media Room | <input type="checkbox"/> Petersham Town Hall Creative Studio - Francisca Paso Doble |
| <input type="checkbox"/> Hannaford Community Centre Meeting Room | <input type="checkbox"/> Petersham Town Hall Creative Studio - Tina Sparkle |
| <input type="checkbox"/> Hannaford Community Centre Meeting Room & Lounge | <input type="checkbox"/> Seaview Street Hall (Dulwich Hill) |
| <input type="checkbox"/> Haberfield Centre - Michael Maher Room | <input type="checkbox"/> St Peters Town Hall - Downstairs Meeting Room |
| <input type="checkbox"/> Haberfield Centre - Graham Yarroll Room | <input type="checkbox"/> St Peters Town Hall - Upstairs Hall |
| <input type="checkbox"/> Haberfield Centre - Euphemia Ferrier Meeting Room | <input type="checkbox"/> Whites Creek Cottage (Lilyfield) |
| <input type="checkbox"/> Haberfield Centre - Thelma Hatfield Meeting Room | <input type="checkbox"/> Whites Creek Stables (Lilyfield) |
| <input type="checkbox"/> Herb Greedy Hall (Marrickville) | <input type="checkbox"/> Yanada Room (Lewisham) |
| <input type="checkbox"/> Jimmy Little Community Centre - Main Hall (Lilyfield) | |
- No more than 4 choices may be selected.

Participant Details

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

- | | | |
|--|--|-------------------------------|
| <input type="checkbox"/> 10% or less | <input type="checkbox"/> Approximately 50% | <input type="checkbox"/> 100% |
| <input type="checkbox"/> Approximately 25% | <input type="checkbox"/> 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? *

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

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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 2024.

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.

I understand that information provided with this application (including the application form) and any subsequent information submitted as part of this application, may be

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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.