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| Event Day & Date: |  | | |
| Event Name: |  | | |
| Please select your required venue: | St Kilda Town Hall Port Melbourne Town Hall | | |
| Purpose of hire: | Wedding Fundraiser Stalls / Market Concert Conference Public Speaker Dinner Dance | Private Party Awards Graduation Meeting Exhibition Religious Celebration Other, please specify; | |
| Event Activity Description: *(Please attach any event content)* |  | | |
| Number of Attendees: |  | | |
| Is the group a Not-For-Profit Organisation? | | | Yes  No |
| If yes, please provide your ABN: |  | | |
| (see <https://ato.gov.au/> and include incorporation number) | | | |

**Town Hall Application**

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| DETAILS OF APPLICANT / ORGANISATION | | | | |
| Applicant Name: |  | | | |
| ABN or ACN: |  | | | |
| Postal Address: |  | | Suburb: |  |
| State: |  | | Postcode: |  |
| Primary Telephone: |  | | | |
| Email: |  | | | |
| Auspicing Organisations | **Yes**   **No** *If yes, complete below:* | | | |
| *Company Name:* |  | | *I****nc Number:*** |  |
| *Address:* |  | | | |
| *Contact Person:* |  | *Telephone:* | |  |
| *Email:* |  | | | |
| Event Day Contact | | | | |
| Name: |  | | | |
| Mobile Phone: |  | | | |
| Email: |  | | | |

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| Event Times | | | | | |
| All deliveries must be within your access times, Council do not accept deliveries or manage collections on behalf of customers. | | | | | |
| Access from: ***(Bump in)*** |  | Doors Open to Guests: | | |  |
| Event Start Time: |  | Event End Time: | | | *(Must end by 12:00am)* |
| Packed up Vacated by: ***(Bump out)*** |  | | | | |
| All your items must be removed when you leave. Nothing can be left after your event.Please contact the Venue Management Team prior to your event, storage fees apply. | | | | | |
| Multi-Day Events(Please provide all times for each day) | Date: **Access From:**  **Doors Open to Guests:**  **Event Start/End:**  **Packed up by:** | | | Date: **Access From:**  **Doors Open to Guests:**  **Event Start/End:**  **Packed up by:** | |
| Is the event public or private? | Open to the Public  Private Event Only | | | | |
| Is the event ticketed? | Yes  No | | | | |
| Do you have the mandatory Public Liability Insurance to the amount of $20,000,000? (all organisations must provide this for the event) | | | Yes  No (proof of insurance must be attached) | | |
| Will you purchase into Council’s public liability? (for individual hirers only e.g. Wedding, birthday) | | | Yes (Complete the mandatory form below) **No** | | |
| Will alcohol be served? | Yes  No | | | | |
| Will alcohol be sold or provided as part of an inclusive charge? | Yes  No A Liquor Licence from Victorian Gambling and Casino Control Commission is required for all liquor consumption | | | | |
| Will food be served? | Yes  NoProof of a Food Act Certificate is required for all registered caterers & Statement of Trade certificate for food sold or given away | | | | |
| Is food being sold? | Yes  No | | | | |
| Are you using a registered caterer? | Yes  No *(if yes, please provide details below)* | | | | |
| Caterer & Name: |  | | | | |
| Phone & Email: |  | | | | |
| Will you be using the deep fryer? | Yes  No *(you must remove the oil & discard offsite yourself)* | | | | |
| Type of service: | Buffet Style  Cocktail Style  Plated Service | | | | |
| External cooking appliances are not permitted, please contact Council Officer prior. | | | | | |

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| Will you have entertainment at your event? | Yes  No ***(DJ, choir, band, presenter, performance)*** |
| Contact Name & Phone Number: |  |

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| Room Setup: | | Banquet Sit Down Banquet Sit Down with Dancefloor Theatre Style | | | | Clear space Cocktail Style Other, please specify below: |
| ST KILDA TOWN HALL EQUIPMENT REQUIREMENTS: | | | | | | |
| ☐ Lectern with microphone (2)Amount Required:      ☐ Wireless Microphones (4)Amount Required:       ☐ Microphone Stands (4)Amount Required:       ☐ Projector & screen(HDMI or VGA connection only)☐ AUX Cord Jack (1)Amount Required:☐ DJ Input | | | | ☐ Banquet chairs (500)Amount Required:       ☐ Banquet Round Tables (48)(1.8m size, seats 10)Amount Required:☐ Trestle Tables (35)(1.83m size)Amount Required:      ☐ Cocktail Round Tables (6) (0.90m size)Amount Required:*Please note there is only time restricted public WIFI available* | | |
| PORT MELBOURNE TOWN HALL EQUIPMENT REQUIREMENTS: | | | | | | |
| ☐ Banquet chairs (250)Amount Required:       ☐ Banquet Round Tables (20)(1.5m size, seats 8)Amount Required:       ☐ Trestle Tables (9)(1.83m size)Amount Required: | | | | ☐ Lectern with microphone (1)Amount Required:       ☐ Wireless Microphones (2)Amount Required:☐ Projector Screen (1)Amount Required: | | |
| Anything you require outside of the above equipment you will need to organise these externally | | | | | | |
| Please tick external equipment that will be brought in: *(provide details of items below)* | | | Audio / Sound Lighting Staging | | Decorations Other, list below | |
| Details of external equipment: | | |  | | | |
| OH&S | | | | | | |
| An onsite emergency briefing will take place with Council staff, please tick to confirm your understanding: | | | | | | I confirm & understand |
| An emergency evacuation script will be provided to assist you for announcement at your event, please tick to confirm your understanding: | | | | | | I confirm & understand |
| Please provide any additional information regarding your event: |  | | | | | |
| ATTACHMENTS | | | | | | |
| The following documents are mandatory: *(please tick for those attached)* | Proof of Non-For-Profit Status Public Liability Insurance Certificate / Completed Form for Council Public Liability *(for individual hirers only)* Risk Assessment Liquor Licence *(if applicable)* Food Act Certificate/State of Trade (*if applicable*) Event Running Sheet Entertainment Details | | | | | |

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| I have read and agree to the Town Hall Conditions of Hire & Use: | | **Yes** |
| Name: |  | |
| Signed: |  | |
| Date: |  | |
| *The personal information requested on this form is being collected by the Council for the purpose of assessing eligibility for a ‘Municipal Town Hall Hire’.  The personal information will be used solely by the Council for this primary purpose or directly related purposes. The applicant understands that the personal information provided is for the purpose of applying for a ‘Municipal Town Hall Hire’ and they may apply to Council for access and/or amendment of the information. Requests for access or correction should be made to Council’s Privacy Officer via ASSIST on 9209 6777.* | | |