

City of Port Philip
INSTRUMENT OF DELEGATION
For the Palais Theatre Community Purpose Reservation selection committee

Authorising Provision

This Instrument of Delegation is made pursuant to the Terms of Reference to the **Palais Theatre Community Purpose Reservation selection committee**.

Port Phillip City Council delegates to the General Manager Community Development the powers, discretions and authorities set out below:

- 1) Approval of Community Purpose Reservation Days as outlined by the **Palais Theatre Community Purpose Reservation Policy 2017**
- 2) Decision to accept or otherwise the recommendation of the **Palais Theatre Community Purpose Reservation selection committee** based on the following criteria:

Applications for Community Purpose Reservations must meet and demonstrate a minimum of one eligibility criteria:

- The event would not otherwise be able to be held at the Palais Theatre;
- The event is produced by an organisation based within the City of Port Phillip;
- The event can show a history or strong connection with the City of Port Phillip, its residents or businesses;
- The event will be able to provide low cost tickets for the audience (no more than \$20 per person);
- The event would contribute to key initiatives within the City of Port Phillip Events Strategy, including priority event types or timings;
- The event will enable access to the City of Port Phillip community as a priority.

Applications for Community Purpose Reservations must respond all applicable selection criteria:

- The event can demonstrate community development, arts or social benefit;
- The event can demonstrated ability / opportunity to engage, include and connect the local City of Port Phillip community;
- The event has programming of or partnerships with City of Port Phillip artists, businesses and/or community groups as part of the event or its planning;
- The event's target market is demonstrably diverse and caters to audiences who would not necessarily traditionally attend events at the Palais;
- Proceeds from the event are committed to be sent to a charity or community group via fundraising at or from the event (please specify charity/community group);
- If the hirer is a commercial operator, the hire should aim to increase the likelihood of future large scale bookings between the operator and the Tenant.

- 3) Referral to Council meeting for any decision deemed by the delegate to require consideration by Councillors (eg concerning Councillor interests);

This Instrument of Delegation is authorised by a resolution of Council passed on 15 November 2017.

The delegation comes into force immediately the Common Seal of Council is affixed to this Instrument of Delegation.

The delegation remains in force until Council resolves to vary or revoke it.

THE COMMON SEAL of Port Philip City)

Council was hereunto affixed in the)
presence of:)

Mayor

Chief Executive Officer