



City of Port Phillip Booking Portal

Make a Booking – Casual Hire

City of Port Phillip ASSIST

📞 03 9209 6777 🌐 portphillip.vic.gov.au/contact-us



Finding a venue

The Bookings Portal is a great place to view all spaces available for hire by the City of Port Phillip. Venues can be viewed via a map view or list view.

Map View

Home | Sign In | AU\$0.00

wedding | Date: 29 Jun 2021 | Time: Any | FILTER | CLEAR | Search

12 out of 252 Venue(s) found. | Please note that prices are indicative. Final price will be confirmed once your application is submitted and assessed. | Sort by: VENUE

Map view toggle icon (indicated by red arrow)

List View

Home | Sign In | AU\$0.00

29 Jun 2021 | Any | FILTER | CLEAR | Search

249 out of 252 Venue(s) found. | Please note that prices are indicative. Final price will be confirmed once your application is submitted and assessed. | Sort by: VENUE

List view toggle icon (indicated by red arrow)

Aciland Street Plaza
Aciland Street and Barkly Street, St Kilda
Public plaza located in Aciland Village Shopping Precinct. Local trade and traders should be considered when planning events.
Power supply: 3 p
Read more

AUS\$15.00 - AUS\$2,985.00

BOOK NOW | VIEW ALTERNATIVES

PARTIALLY AVAILABLE (500)

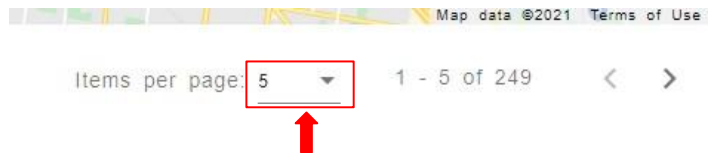
Selected Option: Aciland Plaza - Product Promotions with structure or vehicles | 1 more option(s) available

Albert Park Foreshore - PT Area 1
Albert Park Foreshore
Training Restrictions
Max: 10 participants per trainer
No time restrictions
No training permitted on beaches

AU\$0.00

BOOK NOW

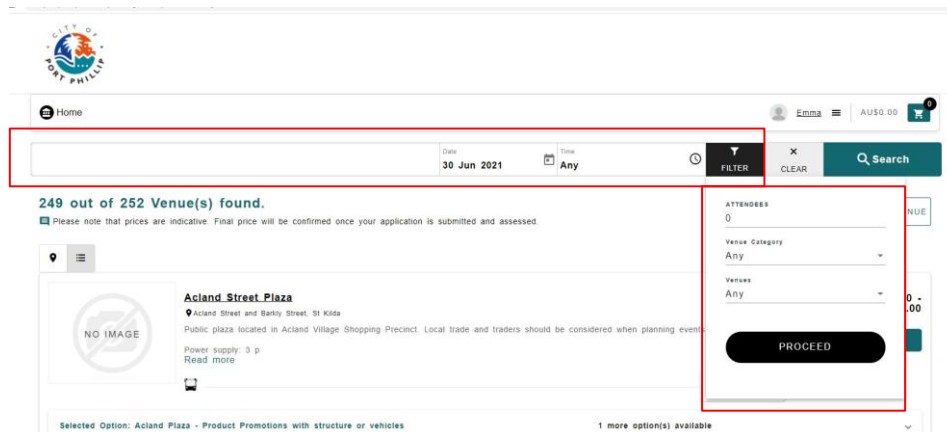
You can control how many venues are shown on the screen by selecting your preferred items per page, at the bottom of each page.



Search for a venue

Venues can be filtered to ensure you find the right place to suit your needs. Using the **Search** bar or **Filter** options you are able to search venues by:

- Facility Name
- Location
- Date and Time
- Attendee
- Venue Category
- Keywords



Once you have a list of venues, you will be provided with venue information including:

- Venue Image
- Venue Name
- Venue Address
- Venue Description
- Amenities
- Maximum Attendees
- Availability timeline and Status
- Configurations
- Estimated Prices

You can view more information about the venue by either selecting the **Read More** link in the description or selecting the venue name.


The screenshot shows the City of Port Phillip website's search results page. At the top, there is a navigation bar with the City of Port Phillip logo, a home button, and user options like 'Sign In' and 'AU\$0.00'. Below the navigation bar is a search bar with the text 'wedding', a date filter for '29 Jun 2021', and a time filter for 'Any'. The search results show '12 out of 252 Venue(s) found.' and a note that prices are indicative. The first result is 'Auditorium - St Kilda Town Hall' with a price range of AU\$180.00 - AU\$3,000.00. The second result is 'St Kilda Botanical Gardens - All' with a price of AU\$177.50. Red arrows point to the venue name and the 'Read more' link in the first result.

Selecting the venue name will take you to the venue page. Here you will find more information about the venue including:

- Directional Map
- More venue photos
- Terms and Conditions
- Links to important information forms and policies



Home New Casual Hire Emma AU\$0.00



Auditorium - St Kilda Town Hall
St Carlisle Street, St Kilda, VIC 3182

SELECTED DATE & TIME
Any

PARTIALLY AVAILABLE
450 - 700 on 20 Jun 2021

BOOK NOW

St Kilda Town Hall is a grand, classically styled city hall, located on the corner of Brighton Road and Carlisle Street in St Kilda. The Auditorium can cater for:

- 700 Theatre layout
- 450 Banquet layout
- 350 Banquet layout with dance floor

For details on the room layout view please see <https://www.portphillip.vic.gov.au/media/kc/attachments/blank-floor-plan-with-venue-specifications-st-kilda-town-hall.pdf>

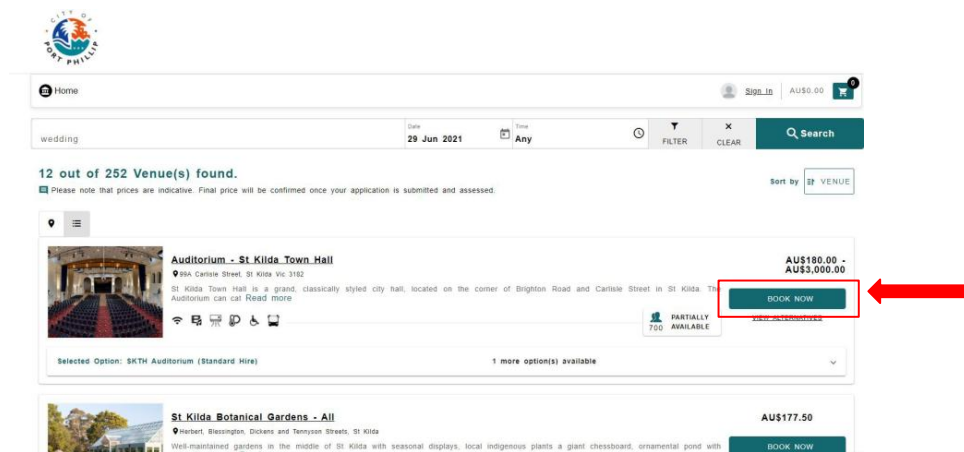
Terms and conditions of hire can be found [here](#)



Making a Booking

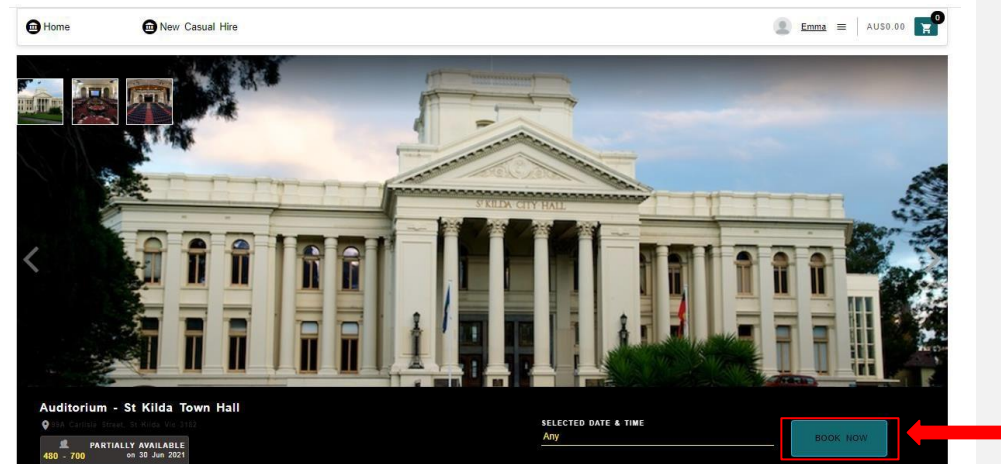
A booking can be made in the search page or venue page by selecting **Book Now**.

Search page



The screenshot shows the search results page for the City of Port Phillip. The search criteria are 'wedding' on '29 Jun 2021' with a time of 'Any'. The results show 12 out of 252 venues found. The first venue listed is 'Auditorium - St Kilda Town Hall' with a price range of 'AUS180.00 - AUS3,000.00'. A red arrow points to the 'BOOK NOW' button for this venue. Below it, 'St Kilda Botanical Gardens - All' is listed with a price of 'AUS177.50' and its own 'BOOK NOW' button.

Venue Page



The screenshot shows the venue page for 'Auditorium - St Kilda Town Hall'. The page features a large image of the building. Below the image, there is a 'PARTIALLY AVAILABLE' badge indicating 480 - 700 capacity and availability on 29 Jun 2021. A 'SELECTED DATE & TIME' dropdown is set to 'Any'. A red arrow points to the 'BOOK NOW' button at the bottom right of the page.

6

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Book Now

Once you have selected **Book Now**, a screen will pop up that shows you:

- A timeline indicating available and unavailable timeslots
- Available timeslots selection which will automatically define the range once you have chosen your times
- Estimated Price for the selection

NOTE: Prices are estimates and cannot be confirmed until all aspects of your application have been assessed. Complex events that require detailed assessment may be quoted on the booking's portal as "\$0.00". In these circumstances, the City of Port Phillip team will provide a quote once the application has been assessed.

SKTH Auditorium (Standard Hire) - Auditorium - St Kilda Town Hall

Selected time slot is available.

Date: 08 Sep 2021
Number of Attendees (Maximum 700): 0
Please specify the number of attendees.

Available time slots: 12:00 AM to 4:00 PM

Start Time: 12:30 PM
End Time: 1:00 PM

12:00 am 6:00 am 12:00 pm 6:00 pm 12:00 am

Colour key: Closed Available Unavailable Selected Bump In/Out Blocked

The selected option for this facility: Event
There are 1 other pricing and configuration options to book the Auditorium - St Kilda Town Hall
[Hide Options](#)

Selected Option: SKTH Auditorium (Standard Hire)-1 more options available

<input type="radio"/> SKTH Auditorium (Community Hire)	AU\$94.00 - AU\$1,200.00 Hourly: - Daily
<input checked="" type="radio"/> SKTH Auditorium (Standard Hire)	AU\$180.00 - AU\$3,000.00 Hourly: - Daily

Estimated Price: AU\$90.00

ADD TO BOOKING

7

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Once you make your selections from the Book Now screen, select **Add to Booking** to add to your **Booking Cart**

SKTH Auditorium (Standard Hire) - Auditorium - St Kilda Town Hall

Selected time slot is available.

Date: 15 Jul 2021
Number of Attendees (Maximum 700): 100
Available time slots: 12:00 AM to 11:59 PM

Start Time: 12:00 AM
End Time: 11:59 PM

Colour key:
Closed Available Unavailable Selected Bump In/Out Blocked

The selected option for this facility: Event
There are 1 other pricing and configuration options to book the Auditorium - St Kilda Town Hall
[Hide Options](#)

Selected Option: SKTH Auditorium (Standard Hire)-1 more options available

<input type="radio"/> SKTH Auditorium (Community Hire)	AU\$94.00 - AU\$1,200.00 Hourly - Daily
<input checked="" type="radio"/> SKTH Auditorium (Standard Hire)	AU\$180.00 - AU\$3,000.00 Hourly - Daily

Estimated Total: AU\$1,800.00

ADD TO BOOKING

You will then be taken to your **Booking Cart** where you will be prompted to provide your event details. Please be sure to provide an **identifiable** name for your booking.

Home New Casual Hire Emma AU\$1,800.00

1 Choose Your Venues 2 Booking Details 3 Customer Details 4 Enquiry Submitted

Please select a Category *
Venue Management

Please select an Event *
STK Town Hall - Standard Hire

Your Event Name *
Emma's Big Trivia Party

ADD MORE VENUE(S)
EVENT QUESTIONNAIRE

Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)
90A Carlisle Street, St Kilda Vic 3182

DATE: 15 Jul 2021
ATTENDEES: 100
START TIME: 12:00 AM
END TIME: 11:59 PM

CONFIGURATION
hth Default

1 Venue(s)
BOOKING DETAILS

Please note that the prices are indicative final price will be confirmed on application.

Auditorium - St Kilda Town Hall
AU\$1,800.00
15 Jul 2021

By proceeding, I confirm that I am 18 years or older and I agree to the CoPP conditions of hire.

SUBMIT ENQUIRY

8

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NOTE: At this point you will need to select an event type that best matches your event from the dropdown menu

Home New Casual Hire Emma AUS1,800.00

1 Choose Your Venues 2 Booking Details 3 Customer Details 4 Enquiry Submitted

Please select a Category * Venue Management

Please select an Event *

Select

- STK Town Hall - Community Hire
- STK Town Hall - Flag Raising
- STK Town Hall - Standard Hire
- STK Town Hall - Subsidy Program

Auditorium - St Kilda Town Hall - SKTH Auditorium (Standard Hire)
99A Carlisle Street, St Kilda Vic 3182

DATE 15 Jul 2021 ATTENDEES 100 START TIME 12:00 AM END TIME 11:59 PM

CONFIGURATION
Default

1 Venue(s)

BOOKING DETAILS

Please note that the prices are indicative final price will be confirmed on application.

Auditorium - St Kilda Town Hall
AUS1,800.00
15 Jul 2021

By proceeding, I confirm that I am 18 years or older and I agree to the CoPP conditions of hire.

SUBMIT ENQUIRY

Once an event type has been selected you may be prompted to answer a few questions to help us get a better understanding of your event. For further assistance with this, please review the Answering Questionnaires section of this help card.

After you are happy with your booking and all mandatory questions have been answered, you will need to confirm you have read all the terms and conditions and submit your enquiry using the **Submit Enquiry** button.

Home New Casual Hire Sign In AUS1,021.02

1 Choose Your Venues 2 Booking Details 3 Customer Details 4 Enquiry Submitted

Please select a Category * Venue Management

Please select an Event * STK Town Hall - Standard Hire

Your Event Name *

ADD MORE VENUE(S)

EVENT QUESTIONNAIRE

Auditorium - St Kilda Town Hall - SKTH Auditorium (Standard Hire)
99A Carlisle Street, St Kilda Vic 3182

DATE 20 Jun 2021 ATTENDEES 100 START TIME 8:30 AM END TIME 2:00 PM

CONFIGURATION
Default

Extras for this facility

- 1 SKTH - Banquet Table (1.8m) - 2

1 Venue(s)

BOOKING DETAILS

Please note that the prices are indicative final price will be confirmed on application.

Auditorium - St Kilda Town Hall
AUS990.02
30 Jun 2021

SKTH - Banquet Table (1.8m) - 2
AUS0.00

Public Liability Insurance (Standard Hire)
AUS31.00

By proceeding, I confirm that I am 18 years or older and I agree to the CoPP conditions of hire.

SUBMIT ENQUIRY

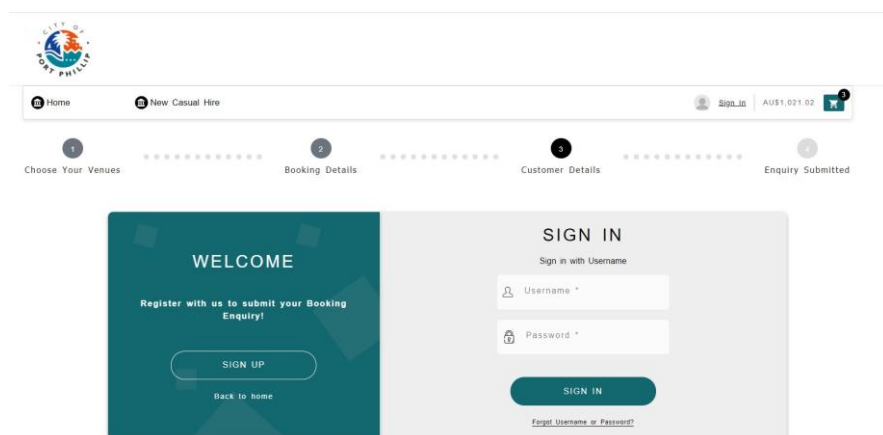
9

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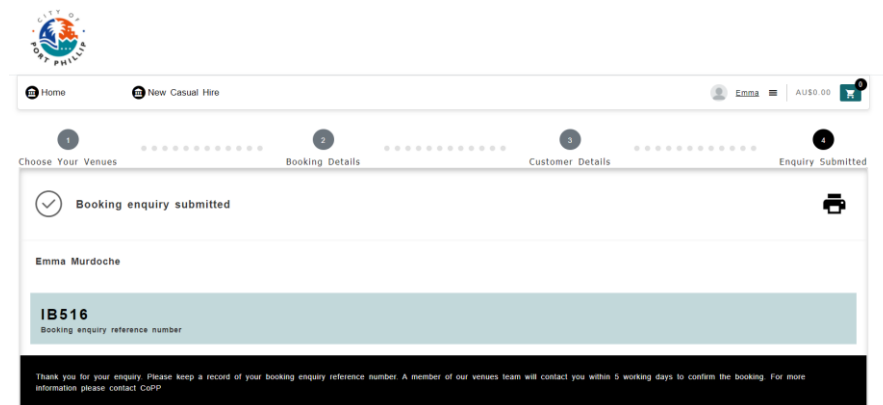
03 9209 6777 portphillip.vic.gov.au/contact-us



If you have not yet logged in, you will be prompted to login to your account or sign up before your enquiry can be submitted. Please see the **Sign up/ Log in help card** for assistance with creating an account and signing in.



After you have submitted your enquiry, you will receive a booking reference number and an email confirming the details of your enquiry. Please check you have received this and have the reference number, otherwise the booking has not been successful.



All your current and past bookings and enquiries will then be available for viewing and management through your **My Bookings** screen.

Answering questionnaires

For many of our venues we will ask an extra series of questions so that we have all of the information we need to process your booking.

A questionnaire will need to be completed for each activity you are booking.

You will be prompted to answer any questions required once an event type has been selected, or you can view the questionnaire by selecting **Event Questionnaire** at the top of your booking.

The screenshot displays the City of Port Phillip booking system interface. At the top, the City of Port Phillip logo is visible. The navigation bar includes 'Home', 'New Casual Hire', and user information for 'Emma' with a balance of 'AUS1,000.00'. The main content area is divided into four steps: '1 Choose Your Venues', '2 Booking Details', '3 Customer Details', and '4 Enquiry Submitted'. In the 'Choose Your Venues' step, a dropdown menu is open, showing 'Venue Management' and 'STK Town Hall - Standard Hire'. A red arrow points to the 'EVENT QUESTIONNAIRE' link, which is highlighted with a red box. Below the dropdown, a venue card for 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)' is shown, including details like '99A Carriale Street, St Kilda Vic 3182', 'DATE: 15 Jul 2021', 'ATTENDEES: 100', 'START TIME: 12:00 AM', and 'END TIME: 11:59 PM'. On the right side, the 'BOOKING DETAILS' panel shows the selected venue and price, along with a 'SUBMIT ENQUIRY' button.

Questions with an Asterix (*) are mandatory questions and will need to be answered before you are able to submit your booking enquiry.

Questionnaire

STK Town Hall - Standard Hire | 0 out of 26 answered

Purpose of Hire *

- Wedding
- Private Party
- Fundraiser
- Awards
- Stalls/Market
- School Event
- Concert
- Meeting
- Conference
- Exhibition
- Public Speaker
- Memorial
- Religious Celebration
- Dinner Dance
- Other

What is your preferred set up configuration? *

- Theatre
- Banquet with dance floor

Once you have completed the questionnaire, select Continue at the bottom of the page to save your answer and continue with your booking.

Have you hired this venue before? *

- Yes
- No

Please provide any additional comments/information regarding your event below.

Enter your answer

CONTINUE

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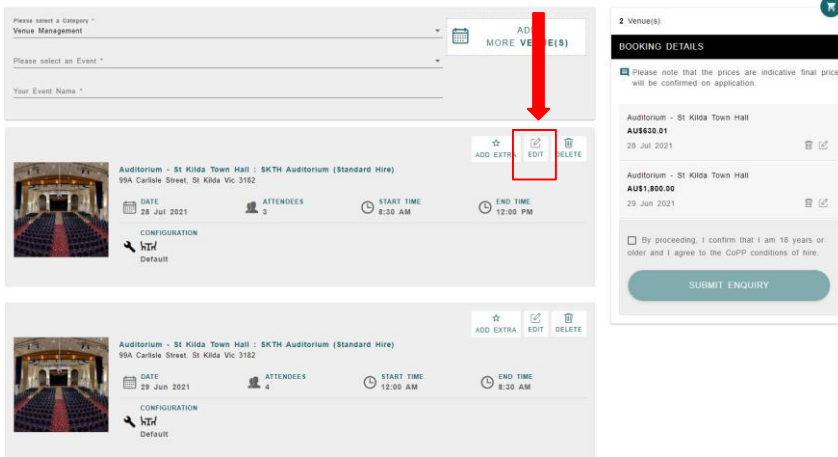
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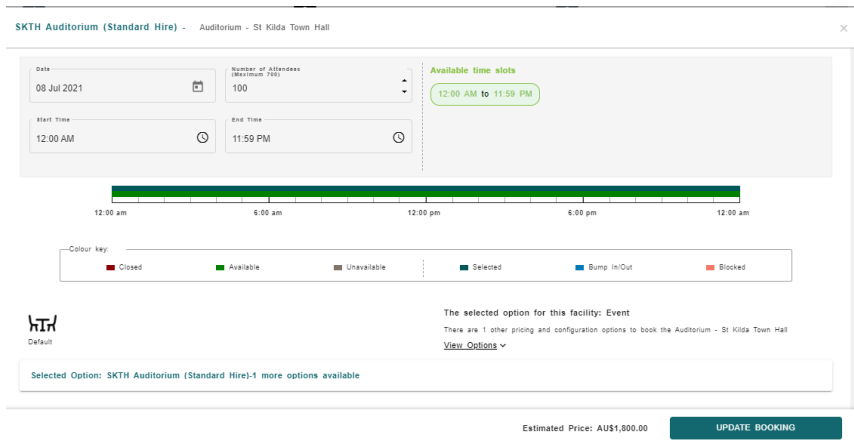


Edit your booking information

If you need to amend the date, time or number of attendees of your booking, select **Edit**

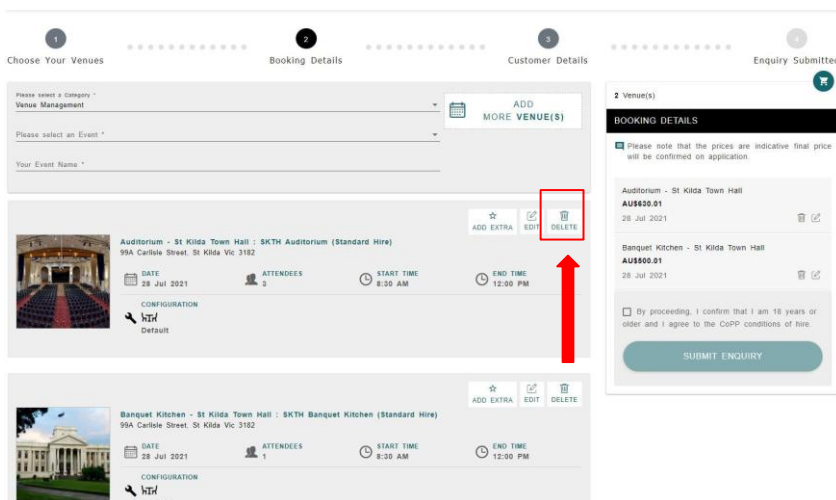


This will take you back to the **Book Now** screen allowing you to change your selections

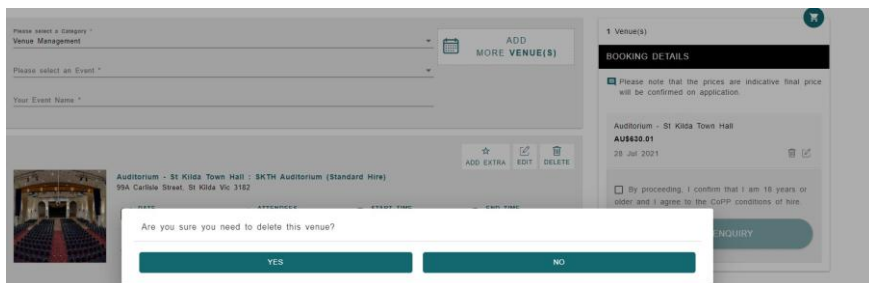


Delete items

If you no longer wish to include an item in your booking, you can remove it by selecting **Delete**



You will receive a confirmation message prior to deleting the item



Adding resources

Many of our venues have resources such as Driver's Licence or additional information

Commented [HM1]: @Luiza Yudko I do not think this is relevant for Community Centres. Regular hirers should have insurance. Feel free to remove.

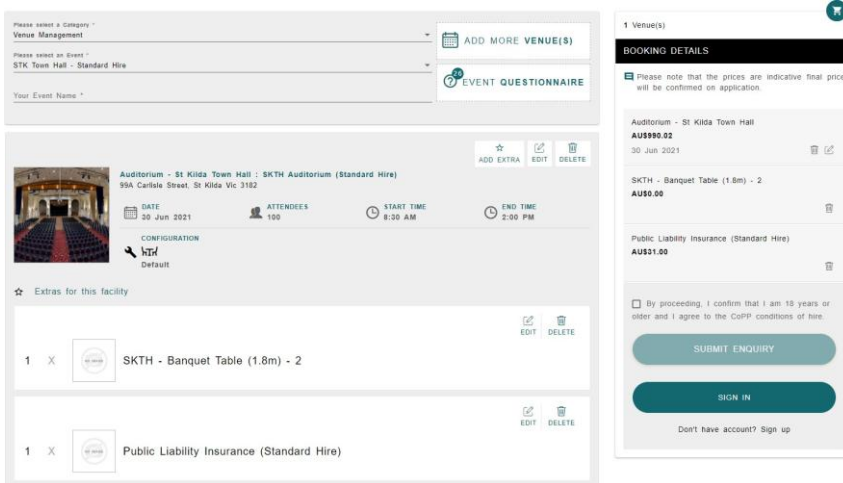
The screenshot displays a multi-step booking process. The first step, 'Choose Your Venues', is active. It features a dropdown menu for 'Venue Management' and a text field for 'Your Event Name'. Below this, two venue options are listed:

- Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)**
99A Carlisle Street, St Kilda VIC 3182
DATE: 28 Jul 2021 | ATTENDEES: 2 | START TIME: 8:30 AM | END TIME: 10:30 PM
CONFIGURATION: Default
- Banquet Kitchen - St Kilda Town Hall : SKTH Banquet Kitchen (Standard Hire)**
99A Carlisle Street, St Kilda VIC 3182
DATE: 28 Jul 2021 | ATTENDEES: 1 | START TIME: 8:30 AM | END TIME: 12:00 PM
CONFIGURATION: No Plate

Each venue card includes an 'ADD EXTRA' button, which is highlighted with a red square and a red arrow. Other buttons for 'EDIT' and 'DELETE' are also visible. On the right side, a 'BOOKING DETAILS' panel shows the selected venues and a 'SUBMIT ENQUIRY' button.

You will then be taken to the **Add Extras** screen, where you can view and select your preferred extras by selecting **Add**

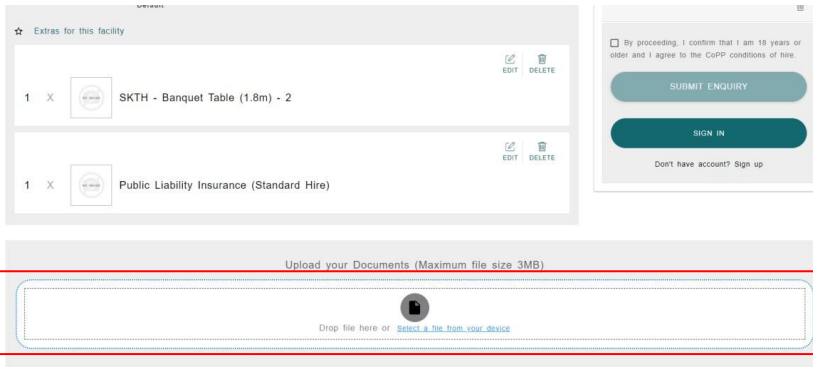
Once you have found all your preferred extras, close out of the Add Extras screen and you should see all your resources listed separately within your booking.



Upload documents

Regular Hirers are required to supply Public Liability Insurance (\$20million minimum) within your application, even if provided previously.

To upload new documents to your booking, scroll down to the document section and either drag and drop or upload your files where prompted.



If you do not receive a confirmation email – your application was not submitted.