



## Expression of interest - Community venues booking application form

Please refer to Inner West Council Community Facility Conditions of Hire before completing this application. You may wish to complete this form online via our website by visiting <https://www.innerwest.nsw.gov.au/explore/venues-for-hire>

<b>Booking Details</b>			
Event / Activity Name:			
Group / Organisation Name:			
	<input type="checkbox"/> Annandale Community Centre <input type="checkbox"/> ACC Back Hall <input type="checkbox"/> ACC Upstairs Hall <input type="checkbox"/> ACC Meeting Room <input type="checkbox"/> Ashfield Civic Centre Activity Rooms <input type="checkbox"/> Therese Heffernan Room (Rm 1) <input type="checkbox"/> Patricia Blackman Room (Rm 2) <input type="checkbox"/> Peter Cross Room (Rm 3) <input type="checkbox"/> Irene Williams Room (Rm 4) <input type="checkbox"/> Ashfield Town Hall <input type="checkbox"/> Balmain Town Hall <input type="checkbox"/> Balmain Town Hall Meeting Room <input type="checkbox"/> Hannaford Community Centre (Rozelle) <input type="checkbox"/> Heffernan Hall <input type="checkbox"/> Activity Room <input type="checkbox"/> Therapy Room <input type="checkbox"/> Meeting Room & Lounge (2 <sup>nd</sup> Floor)	<input type="checkbox"/> Clontarf Cottage (Balmain) <input type="checkbox"/> Herb Greedy Hall ( <b>will close for Capital works July 2021</b> ) <input type="checkbox"/> Jimmy Little Community Centre <input type="checkbox"/> Jimmy Little Meeting Room <input type="checkbox"/> Leichhardt Market Place Community Room <input type="checkbox"/> Leichhardt Town Hall <input type="checkbox"/> Marrickville Town Hall <input type="checkbox"/> Mervyn Fletcher Hall (Haberfield) <input type="checkbox"/> Petersham Town Hall <input type="checkbox"/> Seaview Street Hall (Dulwich Hill) <input type="checkbox"/> St Peters Town Hall <input type="checkbox"/> Whites Creek Cottage (Annandale) <input type="checkbox"/> Whites Creek Stables (Annandale) <input type="checkbox"/> Yanada Room (Lewisham)	
Venues CLOSED during part or all of 2021	<input type="checkbox"/> Michael Maher Room (Haberfield) ( <b>scheduled to re-open April 2021</b> ) <input type="checkbox"/> Graham Yarroll Room (Haberfield) ( <b>scheduled to re-open April 2021</b> )		
No. of attendees	<input type="checkbox"/> 0-9 <input type="checkbox"/> 10-19 <input type="checkbox"/> 20-29	<input type="checkbox"/> 30-49 <input type="checkbox"/> 50-99 <input type="checkbox"/> 100-149	<input type="checkbox"/> 150-200 <input type="checkbox"/> Over 200 If over 200, up to how many? <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>
Description of event:	1.) What type of event is it? 2.) What is supposed to happen during the event? 3.) What do you need to set up for the event?		



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<b>For Regular Hire (weekly, monthly, or regular bookings)</b>				
Venue / specific room:				
Start & Finish Date:	From: (January)	To: (December)		
Times:	From:	AM/PM:	To:	AM/PM:
<b>Note that times MUST include set up and pack up – Hirer must have vacated venue by the requested finish time</b>				
Days of the week required:	<input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday			
Booking Frequency:	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other – Please specify-> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span>			
Do you want to use the venue during the school holiday period?	<input type="checkbox"/> Yes    Comments -----> <span style="border: 1px solid black; display: inline-block; width: 150px; height: 30px; vertical-align: middle;"></span> <input type="checkbox"/> No			
For specific dates:	Please attach a list of specific dates and times if required			

<b>Participant Details</b>	
Proportion of participants that live in the Inner West Council area *?: (Please tick)	<input type="checkbox"/> 10% or less <input type="checkbox"/> Approximately 25% <input type="checkbox"/> Approximately 50% <input type="checkbox"/> Approximately 75% <input type="checkbox"/> 100%
*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.	
Is the activity open to the public?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, do you consent to have your program and contact details published on council's website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the activity free to participants? (Please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>IF NO</b> ; what do participants have to pay to attend? (estimated per-session)	<input type="checkbox"/> \$0 <input type="checkbox"/> \$2-\$5 <input type="checkbox"/> \$5- \$10 <input type="checkbox"/> \$10- \$15 <input type="checkbox"/> \$15- \$20 <input type="checkbox"/> Over \$20 (Please Specify) \$.....
Do you offer concession or lower fees for people on low incomes or with a Health Care Card? (Please tick)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Under \$5 <input type="checkbox"/> \$5- \$10 <input type="checkbox"/> \$10- \$15 <input type="checkbox"/> \$15- \$20
Is the activity for religious devotional purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the activity being held for fundraising purposes?	<input type="checkbox"/> Yes <input type="checkbox"/> No



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<b>Activity and group details</b>		
Are you a sporting body, club, association or incorporated body?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a local P&C or P&F?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a registered political organisation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>IF YES</b> , is this booking for a local branch meeting?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be utilising the facility for commercial of profit making purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be hiring or have you hired an Inner West Council facility more frequently than once per calendar month?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered YES to any of the above questions, you are required to provide a copy of a valid Certificate of Currency as evidence of public liability insurance to the value of twenty million dollars. Please attach to this application.		
An incorporated association under the Associations Incorporations Act 2009?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Registered under the Charitable Fundraising Act 1991?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Receiving government funding as an ongoing source of income?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
A non-profit group – income is not distributed to individual members?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please attach copies of the following as applicable: 1. Your group or organisation's Certificate of Incorporation 2. If your group or organisation does not have an ongoing source of income: - A written statement outlining your group or organisations' aims and objectives Or Evidence that your group or organisation is in an establishment phase.		
Are you applying for a fee subsidy for this activity?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Describe your activity and benefits to the community		
Will you be utilising the facility for the purpose of commercial art auctions, markets, or retail sales?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will amplified or live music be used during your booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please give details:		
Will you be providing services to children requiring compliance with the Child Protection (Working With Children) Act 2012?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>IF YES</b> , you are required to be able to provide on request, all necessary clearances, permissions, certificates and permits as directed by the legislation. Failure to do so may result in Council cancelling the booking.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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) <b>IF YES</b> , 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will you be engaging the services of a contractor to conduct activities on the premises during your booking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No



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**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.

### Activity and group details (continued)

Will alcohol be served at the facility during your booking?  Yes  No

**IF YES**, will there be more than 12 persons present at this event?  Yes  No

**IF YES**, you are required to obtain and provide to Council details of an appropriate licence. Please provide the name of the delegated attendee with an RSA accreditation here and upload/attach their certificate of accreditation:

### Applicant Details

Organisation or hirers name:

Contact name:

Email:

Street address:

Suburb:

Postcode:

Postal address:  
(if different to street address)

Suburb:

Postcode:

Phone number:

Mobile:

### Alternate contact for Booking

Contact name:

Email address:

Phone No:

Mobile:

### Invoicing Details (If different to your details)

Organisation Name  
(if applicable):

Organisation ABN  
(if applicable):

Contact Name:

Street Address:

Suburb:

Postcode:

Postal Address  
(if different to street address):

Suburb:

Postcode:



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Phone No:		Mobile:	
Email address:			

### Public Liability

Note: All hirers of Council venues must be covered for Public Liability Insurance (PLI) through their own resources and provide a copy of such current policy to Council indicating a minimum cover of \$20 million dollars.

Such insurance covers legal liability for negligent act/s occasioned by the venue hirer, which causes personal injury and/or property damage to third parties. For Casual Hirers, each claim is subject to the current excess fee of \$2000 to be paid by Casual Hirer.

### COVID-19 Safety Plan and Contact Tracing measures

In keeping with Government guidelines implemented to prevent the spread of COVID-19, all applicants are required by Council to submit a compliant COVID-19 Safety Plan with their EOI application. This Safety Plan must detail any and all measures that will be taken by the hirer to keep the venue COVID Safe – including:

- How the hirer will clean all contact surfaces,
- How social distancing will be observed during the event(s), and
- That contact tracing sign-in sheets will be kept as required by NSW Health for the requisite 28 days (a copy of each sheet must be provided to Council after each session of the event).

This form may be accessed via the NSW website for creating these forms online (link below):

<https://www.nsw.gov.au/form/covid-safety-plan/community-centres-and-halls>.

### Declaration

I have attached a copy of my/our Certificate of Currency as evidence of public liability insurance if applicable. I have read and understand the Inner West Council Community Facilities Conditions of Hire.

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

I have attached a copy of Public Liability insurance for \$20 million coverage minimum for the Inner West Council venue usage.

I have attached a copy of my completed COVID-19 Safety Plan for these events.

(Optional) I consent to Council providing my name and phone number to people who may wish to join activities run by my group or organisation/group.



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Signature:

Signature.....Date.....

### Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au) or write to us at P.O. Box 14, Petersham, NSW 2049.

### Instructions for applicants

- Please ensure your application is completed in full with all relevant documentation attached.
  - Lodge in person – Inner West Council Customer Service Centres
    - Leichhardt Customer Service Centre, 7-15 Wetherill Street, Leichhardt
    - Ashfield Customer Service Centre, 260 Liverpool Road, Ashfield.Opening hours for service centres are Monday-Friday, 8:30am–5pm,  
To ensure access to cashiering services attend service centres between Monday-Friday, 8:30am-4:30pm)
  - Lodge by mail – Community Venues Coordinator,  
Inner West Council, PO Box 14, Petersham, NSW 2049
  - Lodge by Email – [VenueBookings@innerwest.nsw.gov.au](mailto:VenueBookings@innerwest.nsw.gov.au)
  - Applications for Annandale Community Centre and Hannaford Community Centre may also be lodged at the respective centres during their administration office opening hours.
- Fees and charges:** Find fees and charges on the Council website.

### Please note

Lodgement of this application form **does not** confirm your booking.