

ABN No. 41205538060

APPLICATIONS ARE DUE NO LATER THAN 5PM ON FRIDAY, 19 JULY 2024

Please tick the name of hall you are interested in - one application per hall.

- ☐ **JAN WILSON CENTRE (Capacity 260 - Main Hall 200 and Multipurpose Room 60)**
- ☐ **MENZIES HALL (Capacity 300)**
- ☐ **SPRINGVALE CITY HALL (Capacity 750 - Main Hall 600 and Supper Room 150)**
- ☐ **SPRINGVALE RESERVE HALL (Capacity 200)**

APPLICANT DETAILS

Name of applicant	
Name of organisation (if applicable)	
Position held in the organisation (if applicable)	
Applicant's address	
Organisation address (if applicable)	
Applicant's Contact number	

☐ (please tick) I, being over the age of eighteen years, hereby acknowledge on this application being approved, to complete the Application and Conditions of Hire and comply in all respects with such conditions. I further acknowledge the charge for the hall as being:

Venue hire Charge: (9am - 1am) **Your tender price:** _____

Security Bond: (due 2 weeks from issue of invoice)

- Springvale City Hall and Supper Room - \$3000.00
- Jan Wilson Centre, Menzies Hall and Springvale Reserve Hall - \$2000.00

The following documents and venue hire fees are due 90 days prior to event date.

Certificate of Currency or Event Insurance	in the name the organisation/business/organiser which must include public liability for at least 20 million.
Food Act Registration Certificate	when engaging a caterer to prepare / serve / sell food.
Food Trader Certificate	when food is sold to the attendees directly or as part of the ticket sales.
Statement of Trade	when engaging a caterer to prepare / serve / sell food for the event with the City of Greater Dandenong
Evidence of engaging a registered security company for duration of the event.	1 guard per 50 people for the first 100 attendees and 1 guard per 100 additional attendees thereafter Quotes and Invoices are not accepted as evidence.

Signature of Applicant	Date
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SELECTION CRITERIA

Prospective applicants will need to provide Council with the following information which will be used by Council to select the successful applicant:

Times of use and type of proposed function:	
Procedure for sale of tickets (e.g. bookings via phone, advertised in local papers):	
Is the organisation located within the City of Greater Dandenong?	
How many of the organisation's activities are held within City of Greater Dandenong?	
How will the function/event demonstrate a direct benefit to the City of Greater Dandenong community?	
What is the approximate number of members of the organisation that reside within the municipality?	
Proposed hall hire fee:	

For further information, please contact **Shiela D'Cruz on 8571 5340**

Please return completed forms to:

Email: bookings@cgd.vic.gov.au

or post to: City of Greater Dandenong. PO Box 200. Dandenong VIC 3175

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