Town Hall Subsidy Grant Application 2027/2028

Form Preview

TOWN HALL SUBSIDY GRANT FOR COMMUNITY EVENTS

The City of Yarra's **Town Hall Subsidy Grant for Community Events** program offers eligible groups an opportunity to hire a Yarra Town Hall at a reduced rate. Not-for-Profit community groups operating within Yarra can apply for discounted use for one event held at a Yarra Town Hall per financial year for a period 12 hours or less.

This application should be submitted at least 3 weeks before the event date to allow for assessment. We strongly recommend that this application is submitted after the details of the town hall booking have been finalised.

The grant will cover venue hire fees plus hire of the commercial kitchen and balcony (if available at venue).

Successful applicants will receive a 90% discount on eligible elements of their town hall hire.

However, if changes are made to the booking after this application has been assessed which increase the hire fee, these additional costs will need to be covered in full by the hirer. If changes are made that reduce the cost of the booking, the amount of discount received will reduce to 90% of eligible elements of the hall hire fee.

Equipment hire is not discounted.

Please note that submission of this application does not automatically provide a discount on your use of the required venue. You will be notified of the outcome of your application in time to confirm the booking.

Each application must meet the following requirements:

- Applicant organisations must be an incorporated not-for-profit group, or a registered charity, public benevolent institution, state or federal government entity, or have DGR status. (Unincorporated organisations may be auspiced by an eligible organisation).
- All applicants must be locally based and/or be applying for the Town Hall Subsidy Grant for an event/activity that includes and is of benefit to Yarra residents and the local community.
- Applicants are only eligible to receive one Town Hall Subsidy Grant each financial year.
- Only one application will be approved for any booking/event.

View the Town Hall Subsidy Grant Fact Sheet.

Application for Town Hall Subsidy Grant

* indicates a required field

Applicant Details

Name of Applicant Organisation/Group *

Applicant Primary Address *
Address

Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Applicant Organisation ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN. Entity name must match name of Applicant Organisation/Group

Applicant Contact *
Title First Name Last Name

Applicant Contact Position *

Applicant Contact Primary Phone Number *

Applicant Contact Email *

Must be an email address.

Organisation/Group Type *

○ Local School ○ Locally based not-for-profit organisation ○ Local amateur sports club
○ Arts & culture organisation ○ Charitable organisation ○ Other:

What percentage of your membership are from Yarra? *

Please detail some of your organisation's recent activities in Yarra. *

Word count:
Must be no more than 150 words.

Is this organisation/group an incorporated association, incorporated not-for-profit group, a registered charity, public benevolent institution, state or federal government entity, or have DGR status? *

○ Yes ○ No

Auspicing Organisation Details

If your organisation is not incorporated, your application will need to be auspiced (supported by an eligible organisation).

Auspice organisations need to be an incorporated not-for-profit group, or a registered charity, public benevolent institution, state or federal government entity, or have DGR status.

Auspice Organisation Name *
Organisation Name

Auspice ABN

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	
ABN Status	
Entity Type	
Goods & Services Tax (GST)	
DGR Endorsed	
ATO Charity Type	More information
ACNC Registration	
Tax Concessions	
Main Business Location	

Must be an ABN.
Entity name must match the name of the Auspicing Organisation.

Auspice Project Contact *
Title First Name Last Name

Auspice Project Contact Primary Phone Number *

Please attach a letter confirming this organisation has agreed to auspice this application. *
Attach a file:

Event Details

* indicates a required field

Project Title *

Venue Requested *
The discounted use can be applied to the portion of the booking related to one venue per application only.

Event Date *
Must be a date and between 1/7/2027 and 30/6/2028.
Can not be a past date.

Booking Start Time *

Booking End Time *
Discounted use is only available for a maximum 12 hours.

Please Note:

The grant amount will be determined by the booking details that you have given us at the time the application is assessed.

If you change the booking to extend the time, any extra hours will be charged at the full applicable rate, and will not be eligible for the reduced rate.

The grant applies to bookings on one day, and for a maximum of 12 hours.

Have you already made a booking for this date with Council's Venues and Events team? *
○ Yes ○ No

Booking Reference Number *

Must be a number.
This booking reference number given to you by Venues and Events when you made a booking

Does your booking include use of the kitchen? *
○ Yes ○ No

Does your booking include use of the balcony? (Fitzroy Town Hall and Collingwood Town Hall only) *
○ Yes ○ No

If your booking does not include the kitchen or balcony use and you decide to add these at a later date, they will be charged at the full rate and not eligible for the subsidy.

Equipment hire is not covered by the Town Hall Subsidy grant.

A booking request must be made before this grant application can be assessed. Bookings can be made using Yarra's online booking system. You can also check venue availability before making a booking.

You will not be required to make a payment until after your grant application has been assessed, and can cancel the booking if your application is unsuccessful.

Further information on how to book can be found at this information sheet, or you can contact the Venues and Events Team on 9205 5577, or email venuesandevents@yarracity.vic.gov.au.

Please note this grant is only available for bookings at Richmond Town Hall, Collingwood Town Hall Ballroom. Fitzroy Town Hall Ballroom, or Fitzroy Town Hall Reading Room.

Please describe the proposed event. *

Word count:
Must be no more than 150 words.

Estimated number of attendees *

Must be a number.

How many attendees, or what percentage of attendees, do you expect will be from Yarra? *

Please describe how Yarra's residents and community will benefit from this event *

Word count:
Must be no more than 200 words.

Will people have to pay to attend the event? *

○ Yes ○ No

Ticket Price	**Ticket Type (e.g. General, VIP, concession)**
$	
Must be a dollar amount.	Additional rows can be added if you have different ticket prices available

Is this a fundraising event? *

○ Yes ○ No

Where will the funds raised go? *

How will the event be advertised? *

Word count:
Must be no more than 150 words.

Any further comments relevant to this application?

Word count:
Must be no more than 150 words.

Any other supporting documentation
Attach a file:

Upload 1 file at a time. Link can be used multiple times. Max 5MB file size strongly recommended. Maximum 25 MB per application.

Terms and Conditions

* indicates a required field

The grant will be 90% of the eligible costs at the time that the application is assessed. Any changes to the booking after this time may result in a reduction in the amount of the discount available, or require additional fees to be paid at the hirer's expense. Refer to the guidelines for full details.

*

○ I acknowledge that, if this grant is successful, it will not be paid in cash, but will be used to cover 90% of the costs of my booking, and that I will be required to pay the remaining 10%.

*

○ I acknowledge that any changes to the booking that increase the costs will be charged at the full price (including changes to the booking time or date)

*

○ I acknowledge that adding use of a kitchen, balcony, or foyer after this grant has been assessed will add charges, and these will be charged at the full price

In the event that a Town Hall Subsidy Grant is awarded, I acknowledge that:

- Hall Hire Conditions will apply in all respects.
- Use of equipment, such as the sound system or projector, will be paid for by the applicant and is not covered by the Town Hall Subsidy Grant.
- A Security Bond equivalent to that required with normal paid usage will still have to be paid by the applicant.
- Event organisers will still need to cover the cost of hiring adequate security staff as required by Venues and Events guidelines.
- Access to the venue is your booking time.
- Eligible organisations can receive a Town Hall Subsidy Grant for one booking, at one venue, for a maximum of 12 hours, per financial year.

*

○ I agree to these terms and conditions.

Declaration and Privacy Statement

I declare to the best of my knowledge that all the details supplied in this application form and in the attached documents are true and correct. I have read the accompanying guidelines and information to applicants provided by Venues and Events. Yarra City Council will be contacted immediately if any information provided in this application changes or is incorrect.

I consent to the information provided in relation to this application being collected, used and disclosed by the Yarra City Council for the purpose of registering, administering and promoting my current and any future grant applications with the Yarra City Council. I understand that copies of all material provided will be retained by Council as required by the Public Records Act 1973.

I consent to my contact details being added to the Yarra Community Grants and Training Opportunities Mailing List. By signing up to this mailing list I will regularly be sent information on: Council's grants programs; Council's skills and training programs; and other opportunities relevant to local community.

Name *

Title	First Name	Last Name

Organisation Name *

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Organisation Name

Position *