

# 2024 - Community Facilities - Regular Hire Form

## Form Preview

### Regular Hirer of a Community Facility

#### Introduction

**Welcome to the Regular Hirer application for Moonee Valley City Council Community Facilities.** The updated [Community Facilities Management Policy](#) facilitates fair and equitable access to Councils broad range of community facilities, for the purpose of conducting activities for community benefit and engagement.

Your application for regular hire of facilities will be assessed based on the information you provide in this application.

Please ensure that you are being as clear as possible with the information you provide, to assist in allocating facilities in a fair and equitable way to our user groups.

Prior to submitting your application form, please ensure you read and agree to the terms and conditions of hire as outlined in the [Community Facilities Hire Agreement](#).

If you have any questions, please contact Community Facilities on **(03) 9243 8888** or email **[halls@mvcc.vic.gov.au](mailto:halls@mvcc.vic.gov.au)**.

#### Helpful information for completing this form:

Please remember to click SAVE as you go! This form may take some time to complete, so you are able to log out and return to your saved form at another time.

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### Hirer Information and Organisation Details

\* indicates a required field

#### Applicant \*

☐ Individual ☐ Organisation

Organisation Name

Title

First Name

Last Name

#### Address \*

Address


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

#### Email \*

Must be an email address.

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### Organisation Details

**Is your group/organisation an Incorporated Association? \***

- ☐ Yes  
☐ No

**Please provide Association Number \***

**Does your group/organisation have an Australian Business Number (ABN)? \***

- ☐ Yes  
☐ No

**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	<a href="#">More information</a>
ACNC Registration	
Tax Concessions	
Main business location	

Must be an ABN.

### Hirer Contact Details

**\* indicates a required field**

#### Details for Nominated Primary Contact

**Details for Nominated Primary Contact \***

First and Last name

**Role in Group \***

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**Address \***

Address

  

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

**Email**

Must be an email address.

**Phone Number \***

Area code is required

**How would you prefer to receive invoices from Council? \***

- ☐ Email  
☐ Letter

### Details for Nominated Secondary Contact

**Details for Nominated Secondary Contact \***

First and Last name

**Role in Group \*****Email**

Must be an email address.

**Phone Number \***

Area code is required

## Booking Details

\* indicates a required field

Please note, you are required to fill out a separate line for each facility, room, day and booking time you require.

Multipurpose pavilions are only available between 8am - 4pm, Monday to Friday.

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Activity type	Booking start date	Booking finish date	Start time	End time	Location	Frequency of booking	Day of the week	If monthly which day of the month do you require the facility?	Average number of people who attend the booking
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Select from the drop down box	Must be a date.	Must be a date.	Including set up time	Including pack up time	Select from the drop down	Select from drop down box	Select from drop down box	ie: 1st Tuesday, 3rd Thursday	Must be a number.

### Service of Alcohol

**IMPORTANT:** To sell liquor, a licence is required. More information can be found [here](#).

**Will alcohol be consumed (BYO only)? \***

- ☐ Yes
- ☐ No

### Public and School Holidays

\* indicates a required field

Council understands that many groups choose not to meet on public holidays and during school holidays.

#### School holiday dates in 2024:

First Day of School  
30 Jan 2024(Tue)

#### Term 1 Holidays (Autumn)

29 Mar 2024(Fri)  
14 Apr 2024(Sun)

#### Term 2 Holidays (Winter)

29 Jun 2024(Sat)  
14 Jul 2024(Sun)

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### **Term 3 Holidays (Spring)**

21 Sep 2024(Sat)

6 Oct 2024(Sun)

### **Term 4 Holidays (Summer)**

21 Dec 2024(Sat)

28 Jan 2025(Tue)

### **Public holiday dates in 2024:**

#### **New Years Day**

Monday 1 January

#### **Australia Day**

Friday 26 January

#### **Labour Day**

Monday 11 March

#### **Good Friday**

Friday 29 March

#### **Saturday before Easter Sunday**

Saturday 30 March

#### **Easter Sunday**

Sunday 31 March

#### **Easter Monday**

Monday 1 April

#### **ANZAC Day**

Thursday 25 April

#### **King's Birthday**

Monday 10 June

#### **Friday before the AFL Grand Final**

Subject to AFL schedule

#### **Melbourne Cup**

Tuesday 5 November

#### **Christmas Day**

Wednesday 25 December

#### **Boxing Day**

Thursday 26 December

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**Do you require use of the facility during school holidays? \***

- ☐ Yes  
☐ No

**Do you require use of the facility on public holidays? \***

- ☐ Yes  
☐ No

## Group/Organisation Information

\* indicates a required field

This section is for the purpose of gaining more information about our regular hirers.

**How many members does your group/organisation have? \***

Must be a number.

**Please identify applicable groups your activity will support: \***

- ☐ Aboriginal and Torres Straight Islander Peoples  
☐ Carers  
☐ Children of all ages, with specific attention to the first thousand days (pregnancy to two years old)  
☐ Culturally and Linguistically Diverse (CALD)  
☐ Homeless people and/or those in housing stress  
☐ Lesbian, Gay, Bisexual, Trans and Gender Diverse, Intersex, Queer, Asexual and all other identities (LGBTIQA+)  
☐ Older people (over 65 years)  
☐ People with disability or mentally ill  
☐ Women and girls  
☐ Young people (aged 12-25 years)  
☐ N/A

**What percentage of your groups participants reside in Moonee Valley? \***

**What is the approximate percentage of attendees by gender at your activity?**

Male	Female	Non-binary/gender diverse	Prefer not to say
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Must be a number.	Must be a number.	Must be a number.	Must be a number.

## Group/Organisation Fees

**What are the rates/fees paid by participants for your group/activity? \***

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ie: \$10 per session, \$60 per year

### Please detail the specific activities conducted during your booking: \*

- ☐ Community service
- ☐ Health service
- ☐ Learning/education activity
- ☐ Physical activity/exercise program
- ☐ Recreation activity
- ☐ Religious activity
- ☐ Social program
- ☐ Support group
- ☐ Other:

Tick all that apply

### Are concessions or special rates available to participants? \*

- ☐ Yes
- ☐ No

### Please outline details \*

## Access and Inclusion

Resources for groups/organisations to increase capacity for inclusion can be found on our website [here](#).

### Please describe what practices your group/organisation implement to support participants with a disability. \*

### How can the community find out more about your organisation?

#### Website

Must be a URL.

#### Email

Must be an email address.

#### Phone Number

Must be an Australian phone number.

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### **Our group/organisation contact details can be made publicly available \***

- ☐ Yes
- ☐ No

## Public Liability Insurance

The Hirer must, at all times while conducting the activities under this agreement be the holder of a public liability insurance policy to Councils minimum requirements of \$20 million.

For more information, please see our fact [sheet](#) or refer to the Terms and Conditions for Public Liability.

### **Insurance requirements \***

- ☐ I have my own current public liability insurance
- ☐ I do not have public liability and wish to purchase from Council

### **Current Public Liability Insurance \***

Attach a file:

## Covid Safety

The implementation of a Covid safe environment at the facility is the full responsibility of the user group. You can find out more information from the Department of Health and Human Services [here](#).

Our group agrees to implement and adhere to the requirements of the Victorian State Government in relation to Covid Safety.

**\***

- ☐ I agree

## Child Safety Conditions

**\* indicates a required field**

### Child Safe Policy

Moonee Valley City Council is committed to child safety and well-being.

All Hirers must comply with the Child Wellbeing Act 2005 and the Child Safe Standards which were introduced by the Victorian Government in 2015. The Child Safe Standards are compulsory for all organisations providing services to children and young people.

You can find out more information about Victoria's Child Safe Standards [here](#).

## Working with Children Check



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**Upon Council request, I will provide evidence of my valid working with children check. \***

☐ Yes

## National Redress Scheme

National Redress Scheme Act means the National Redress Scheme for Institutional Child Sexual Abuse Act 2018 and words and expressions that are not defined in these Community Facility Hire Terms and Conditions but which have a defined meaning in the National Redress Scheme Act have the same meaning as in the National Redress Scheme Act.

In accordance with the National Redress Scheme Institutional Child Sexual Abuse Act 2018, the applicant acknowledges that in the event that they are named in an application for redress they will comply with joining the Scheme.

**I have read, understood and agree to the conditions in relation to Child Safety Standards, Working with Children Check and the National Redress Scheme \***

☐ Yes

☐ No

## Further Information

\* indicates a required field

**Is there any further information you'd like to add to help assist us reviewing your application?**

## Terms and Conditions

Your application will only submit once all of the required sections and documents are provided and attached.

If you do not receive a confirmation email, your application has not been submitted and you must check the application for missing information.

Your booking is not confirmed until a booking confirmation is received. Officers may contact you to discuss your application further.

If you are unsure about any element of the application, please contact Community Facilities for assistance before you submit:

**Phone:** (03) 9243 8888**Email:** halls@mvcc.vic.gov.au

**Please ensure you have completed the following or your application will be incomplete \***

☐ I have completed all relevant sections

☐ I have attached all required insurance documentation and other supporting documents

## Declaration and Disclaimer

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I hereby acknowledge that I have read a copy of the [Community Facilities Hire Agreement](#).

The Hirer agrees to abide by all conditions of use and to indemnify, keep indemnified and hold harmless the Council and its servants and agents from and against loss of, or damage to, any property of the Council and any liability to any person or any claim by any person against the Council or its servants and agents in respect of any personal injury or death or loss of, or damage to, any property arising out of, as a consequence of, or in connection with the use of the Facility as stated in the application form.

Disclaimer: I understand that this is a booking request only and subject to review by Council in accordance with the Community Facilities Management Policy, and other relevant policies. Applications are not approved until a confirmation letter has been provided by Council.

**I have read and understood the declaration and disclaimer above \***

☐ Yes

**Signature of applicant \***

**Date \***

Must be a date.

## Privacy Statement

Your personal information is being collected by Moonee Valley City Council (Council) for the purpose of assisting with the assessment of community facility applications. Your information will be stored in Council's record management and the Smartygrants system and will be used to contact you and provide information on this service. The information will be managed in accordance with the Privacy and Data Protection Act 2014 and relevant policies of Council.

This agreement may be shared with the relevant departments within Council and authorised external parties as part of our reporting obligations.

Council will not disclose your personal information without your consent, except where required to do so by law.

If you do not wish to provide your personal information or information requested in this agreement, Council may not accept your application for hire.

For further information on how your personal information is handled, refer to Council's [Information Privacy Policy](#) or email [privacy@mvcc.vic.gov.au](mailto:privacy@mvcc.vic.gov.au).