

Djerring Flemington Hub - Booking Application

Form Preview

Booking application, Djerring Flemington Hub

* indicates a required field

Application Timeline

We require a minimum of **10 working days** to process your booking application from the day of submission. For bookings needed with less than 10 working days notice, please email flemingtonhub@mvcc.vic.gov.au to discuss availability.

Please note, we are unable to offer hire of the commercial kitchen and do not have any cooking facilities available.

Application Form

Applicant Name *

☐ Individual ☐ Organisation

Organisation Name

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Application type

☐ Individual ☐ Group ☐ Business ☐ Organisation ☐ Other:

Applicant Contact Person *

Title First Name Last Name

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postal Address *

Address

<input type="text"/>
<input type="text"/>

Please provide full postal address

Email *

Must be an email address.

Organisation or applicant email

Phone Number *

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Mobile or landline

Incorporated Association

Is your group currently incorporated under the Association Incorporation Act? *

☐ Yes ☐ No

If yes, please provide Association Number

Australian Business Number

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

☐ Yes ☐ No

Please provide your 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.

Room Requirements

This section helps us to determine which room/s will be appropriate for your booking request. Please see attached room list, fees, and information.

Booking/Activity type *

Briefly describe your booking (e.g. event, meeting, class)

Number of attendees *

Must be a number.

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Regular or Casual *

- ☐ Casual (one off)
☐ Regular

Booking Day/s ***Booking Time/s- please note both the start and end time *****Start Date ***

Must be a date.

Requested Room/s

Is room set up required? If so, please add the details of your requirements. Please note: there is an additional \$50 per hour room set up fee. Please add more time to your booking to allow for set up and pack down if you wish to do this yourself *

Any other information that will help us determine which room/s will best suit your booking requirements

Public and School Holidays

Some groups choose not to meet on public and/or during school holidays.

School holidays

- 24 June - 9 July 2023
- 16 September - 1 October 2023
- 21 December - 29 January 2024

Will you require the facility during school holidays? *

- ☐ Yes ☐ No

Will you require use of the facility on public holidays? *

- ☐ Yes ☐ No

I wish to apply for a subsidised hiring rate

Please indicate *

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☐ Yes

☐ No

Subsidies may be available for low income groups providing a community service.

If yes to above, fill out section 7

This section is to help to assess qualification for subsidised hiring rates. Please answer all questions.

Please describe your activity *

Primary benefit of activity to community

- ☐ Community Service
- ☐ Social Connectedness
- ☐ Learning
- ☐ Physical Activity
- ☐ Other:

Is the activity you deliver servicing identified Target Populations?

- ☐ Aboriginal and Torres Strait Islander Peoples
- ☐ Older people
- ☐ Culturally and Linguistically Diverse
- ☐ People with disability or mental illness
- ☐ People living on low and/or insufficient incomes
- ☐ Carers
- ☐ Homeless people and/or those in housing stress
- ☐ Lesbian, Gay, Bisexual, Trans and Gender Diverse, Intersex, Queer, Asexual and all other identities (LGBTIQA+)
- ☐ Young people
- ☐ Socially, locally, and technologically isolated people
- ☐ Children of all ages, with special attention to the first thousand days (pregnancy to two years)
- ☐ People at risk of exclusion due to reasons that may include family violence, pay inequities, unemployment, gender stereotypes, being single parents, divorced or widowed
- ☐ Women and Girls

Please describe how your activity services the selected target priority populations identified above *

Please describe the activity you are holding, do not write about your organisation

Do attendees pay to attend your booking?

- ☐ No
- ☐ Yes

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Details of cost

Do your attendees pay membership fees or similar?

- ☐ No
☐ Yes

Details of cost

Is your group an Incorporated Association or other registered entity?

- ☐ No
☐ Yes

If yes, please ensure details have been completed in sections 2 or 3 above

Do you receive any funding through grants (local, state, federal, other)?

Please list details (include amounts)

Have you previously received a subsidised rate from Moonee Valley City Council?

- ☐ Yes
☐ No

Age of attendees (tick all that apply)

- ☐ 0-5
☐ 6-11
☐ 12-24
☐ 25-34
☐ 35-49
☐ 50-59
☐ 60-69
☐ 70-84
☐ 85 plus

Please provide an estimated percentage on gender of attendees (Female, Male, Non-Binary, Prefer not to say)

Are your attendees Moonee Valley Residents or connected to Moonee Valley (Live, Work, or Play)

- ☐ Yes
☐ No

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

Further Information

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

Insurance

All hirers will need to hold public liability insurance as per the Terms & Conditions of Hire. In some circumstances insurance can be provided via Council.

Do you wish to apply for insurance cover through Moonee Valley City Council *

- ☐ Yes
☐ No

If yes, you will be provided with an application form.

Terms & Conditions of Hire

I have read, understand, and agree to abide by the Terms & Conditions of Hire

- ☐ Yes

Your application will only submit once all required sections are complete.

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

Officers may contact you to discuss your application further.

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

- Phone: 9325 1031 (Mon-Fri 9am-5pm)
- Email: flemingtonhub@mvcc.vic.gov.au

Declaration and Disclaimer

I understand that this is an booking application only, with no obligation to the applicant or Council. This application will be subject to review by MVCC Officers who will confirm room availability and confirm any bookings at a later date. This application can be withdrawn at any time without obligation.

I have read and understood the declaration and disclaimer above *

- ☐ I agree

Signature of applicant *

Please type name

Date *

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Must be a date.

Privacy Statement

Moonee Valley City Council is committed to protecting your privacy. The information requested on this form is being collected by Moonee Valley City Council for the purpose of assisting with the assessment of Seasonal Allocations. All information collected is securely stored in Smartygrants and Moonee Valley City Council computer systems. The personal information will be disclosed to relevant Council staff for the purpose of assessing your application. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, Council may have difficulties in contacting you in a timely manner in relation to your application. If you wish to alter any of the personal information you have supplied to Moonee Valley City Council, please contact Council via telephone 9243 8888.