



Regular Hire Application Package for Community Facilities

1 July 2024 to 30 June 2025

City of Port Phillip VENUE MANAGEMENT

P: 03 9209 6777 E: venues@portphillip.vic.gov.au W: [Find a venue - The City of Port Phillip](#)

Table of Contents

Table of Contents	2
1. Background	3
1.1 Council Policy	3
2. Community Venues	3
2.1 Available Venues	3
Venue	3
Room	3
Max Capacity	3
2.2 Fees and Charges.....	5
3. Regular hire application.....	6
3.1 Application process	6
Read the Terms & Conditions of Hire	6
Undertake a Risk Assessment.....	6
Obtain current Public Liability Insurance Certificate	6
Apply online	6
Language other than English	7
Criteria for assessment	7

1. Background

1.1 Council Policy

Council's community facilities provide a space for involving, enabling, and engaging the community in a holistic model of wellbeing.

Council makes these facilities available for use and hire by members of the general public to support various social, recreational, cultural, leisure and lifelong learning activities and services that benefit and strengthen the local community leading to increased community connection, participation, health and wellbeing.

As a primary asset of Council however, there may be times where community use is temporarily restricted due to priority Council business or wider restrictions such as emergency support, service relocation and community center upgrades.

2. Community Venues

2.1 Available Venues

Venue	Room	Max Capacity
Betty Day Community Centre	Hall	74
	Multipurpose Room	38
	Meeting Room 1	24
	Meeting Room 4	10
	Meeting Room 5	8
Fishermans Bend Community Centre	Hall	80
	Office	2
Koolin-ngal Family Centre	Multipurpose Room	14
	Office	3
Liardet Community Centre	Hall	48

	Meeting Room	24
Mary Kehoe Community Centre	Hall	86
	Meeting Room 1	10
	Meeting Room 2	10
	Meeting Room 3	22
Middle Park Community Centre	Multipurpose Room	60
	Office	3
Port Melbourne Community Centre & Trugo Club	Multipurpose Room	30
Port Melbourne Community Room	Multipurpose Room	52
Sandridge Community Centre & Trugo Club	Multipurpose Room	34
Sol Green Community Centre	Hall	36
	Meeting Room	24
	Office	3
South Melbourne Community Centre	Hall 1	66
	Hall 2	31
	Hall 3	50
St Kilda Library	Community Room	43

2.2 Fees and Charges

Fees and charges for regular or casual hire of community centers are determined on an annual basis in accordance with the Local Government Act and Council's Fees and Charges schedule. The fees and charges imposed by Council include:

- a. Fees for hire based on group category (as per the below table)
- b. Security bonds
- c. Public Liability Insurance
- d. Cancellation fees

All hall hire fees and charges will be subject to annual increases as set by Council. Hirers will be informed of changes to fee rates in June 2024. It is the responsibility of the hirer to inform members of their group and participants of these hire rate changes.

A scale of different charges will apply to semi-commercial, community and private users as outlined below:

Hirer category	Definition
Community Group Category 1: Based within Port Phillip municipality	Any community-based group or organization whose primary objective is to provide and engage in social, recreational, cultural, learning, leisure and/or health and wellbeing services and activities to the benefit of the Port Phillip community. This includes government, not for profit, charity, and community organisations.
Community Group Category 2: Broader community	The proceeds from the activity (if any) cannot be distributed to individual members/organiser. Where a significant admission, registration or entry fee of any kind is received; semi commercial rates may apply. Charitable fundraising activities are excluded.
Semi Commercial	An organisation, including incorporated body, cooperative society, partnership or sole trader conducting community activities for the purposes of deriving a profit e.g. charging fees.
Private	Invitation only activities that are not available to the general public or for public benefit e.g. private birthdays and functions body corporate meetings and business activities.

3. Regular hire application

3.1 Application process

Read the Terms & Conditions of Hire

It is important that you and your members understand the Terms and Conditions of Hire as a breach of these terms, by any member of the group, may result in cancellation of the Hire Agreement.

Undertake a Risk Assessment

All applicants are encouraged to complete a full risk assessment of their activity/booking to clearly identifying potential risks and possible mitigations.

Obtain current Public Liability Insurance Certificate

Council requires hirers to be covered for public liability insurance, as recommended by Council's insurance broker, for a minimum of \$20 million. Contact your insurance agent to ensure that your policy is current and covers change in practices.

Apply online

You can apply online using the [customer booking portal](#) following the steps outlined in the [help card - making a regular booking](#) for new bookings.

If you are an EXISTING regular hirer, please use the following help card to make your booking request [help card - pre-existing regular hirer booking](#).

Alternatively, you can download the Community Centre regular hire print form from the [resources for hiring venues webpage](#) page, complete the form and return to venues@portphillip.vic.gov.au with the accompanying mandatory documentation listed above.

Please note that applications received after the due date will not be assessed however casual hire will still be available.

Language other than English

Multicultural groups that require assistance completing the application form can contact Council's Diversity Officer on 0478 305 401 or at diversity@portphillip.vic.gov.au

Osoby należące do grupy wielokulturowej, które potrzebują pomocy w wypełnieniu formularza zgłoszeniowego mogą skontaktować się z Officer ds. wielokulturowości pod numerem 0478 305 401 lub diversity@portphillip.vic.gov.au

Πολυπολιτισμικές ομάδες που χρειάζονται βοήθεια να συμπληρώσουν το έντυπο αίτησης μπορούν να επικοινωνήσουν με τον Diversity Officer του Δήμου στο 0478 305 401 ή diversity@portphillip.vic.gov.au

Этнические группы, которые нуждаются в помощи при заполнении формы-заявления, могут связаться с Diversity Officer Муниципалитета по телефону 0478 305 401 или diversity@portphillip.vic.gov.au

Criteria for assessment

All applications for regular hire must comply with Council's process to be eligible e.g. are submitted on correct forms with the appropriate supporting documentation.

Assessment of all hire applications will be conducted in accordance with the Community Access and Allocation Policy to ensure fair and transparent allocation of space. In the current environment priority will be given to:

1. Council support services
2. Council core functions
3. Council funded initiatives

Allocation of space after these priorities will be based on activities and services of highest benefit to the Port Phillip community in accordance with Council's social, health, recreational, cultural, and lifelong learning and participation objectives with groups prioritised as follows:

1. Government, not for profit, charity and community organisations – Based in Port Phillip
2. Government, not for profit, charity and community organisations – broader community
3. Semi commercial organisations, including incorporated body, cooperative society, partnership, sole trader conducting community activities for the purposes of deriving a profit e.g. charging fees. This includes community groups with significant membership fees.

4. Private functions including invitation only activities that are not available to the general public or for public benefit e.g. private birthdays and functions, body corporate meetings and business activities.

Further consideration will be had for the following:

- a. Ensuring that centers are accessible by multiple users and not dominated by individual groups to the detriment of others.
- b. Ensuring hirers provide services and programs that are non-restrictive, inclusive, allow equity of access to services, value diversity, connect the community and provide a respectful and non-discriminating environment for all
- c. The compatibility of the use with other center users and the space being applied for.
- d. Uses that support under-represented and emerging groups that meet identified community need.
- e. An applicants' willingness to be flexible and adapt to changing use
- f. The historical use of space to encourage stability of programs that are meeting community need.

There will be consultation with user groups to ensure the best possible outcome for all users and maximise available center space. Council reserves the right to propose alternative arrangements to existing center users which are more appropriate to the management of the center and Council's requirements.