

Community Spaces EOI: Frequently Asked Questions



Q: What rooms are available in the Community Centres and Activity Hubs?

A: We recommend contacting the Community Centre/ Activity Hub directly to view the spaces on offer in this EOI. Contact details can be found here [Community hubs - City of Kingston](#)

Q: Who is required to complete the Expression of Interest?

A: New organisations that are not currently using a space within a Council managed facility and would like to from January 2025.

Q: Who is NOT required to complete the Expression of Interest?

A: Existing hirers and casual hirers do not need to complete the EOI for 2025. For casual hire, please contact the facility direct to check availability. Council Officers will discuss your options with you.

Q: Can existing user groups apply for more use of Council buildings?

A: Existing users can hire our facilities on a casual basis if there are vacancies, at the applicable hourly rate. For the 2025 Expression of Interest round, priority will be given to new user groups. After assessing new applications, we will consider requests from existing user groups wishing to expand their usage. Please note that relevant fees will apply.

Q: Can we start using the facility prior to January 2025?

A: This will be negotiated on a case-by-case basis.

Q: How long can we use the facility for?

A: Agreements are for a maximum of one (1) year. Council cannot guarantee that the same facility or hours of use will be available in subsequent years. All bookings will conclude in late December 2025, unless ended sooner. Occupancy questionnaires for user groups will be distributed at the end of 2025 to assist with planning for the January to December 2026 period.

Q: What are the confirmation and payment terms of my venue hire booking?

A: Submission of an EOI does not constitute confirmation of a booking. A booking is not confirmed until Council has –

- received all required compliance documentation.
- agreements have been signed and returned.
- and applicable fees have been paid.
- a building induction must be attended before a hire can commence.

Q: How is priority of allocation decided under the EOI?

A: Council policy sets the following priorities to ensure a balanced mix of programs that meet local community needs.

Priority 1 Council Programs and direct Council services Programs and services directly provided by Council in response to community need will have primary and exclusive use of Council's community facilities where appropriate and be given the highest priority in their access and allocation (this is not applicable to staff meetings).

Priority 2 Community Development and Partnerships This category consists of not-for-profit community-based groups; funded organisations and agencies that service community members that live, work, or have a connection with the City of Kingston.

Priority 3 Commercial Hirers This category consists of commercial and private hirers conducting activities including for the purposes of deriving a profit. Hirers that fall within this category will have access for hire where priority one and two User Groups are not using these spaces.

Q: What facilities are available?

A: Alan McLean Hall, AT Nieman Hall, Carrum Community Hall, Carrum Activity Hub, Chelsea Activity Hub, Cheltenham Hall, Clarinda Community Centre, Chelsea Court House, Melaleuca Activity Hub, Mentone Activity Hub, Moorabbin Activity Hub, Patterson Lakes Community Centre, Sundowner Activity Hub, Westall Activity Hub

Q: What are the requirements around under 18's?

A: If there are any persons under 18 at the centre in connection with your organisations booking, your organisation is responsible for their wellbeing at all times during the booking period. Your organisation must comply with the Child Wellbeing Act 2005, the Workers Screening Act 2020, the Victorian Child Safe Standards and all other relevant legislation. Upon request, you must provide evidence of compliance to Council.

Q: What is included in the fees?

A: The hire price includes room(s), tables, chairs, and any hire equipment agreed to in the Hire Agreement Form, utilities, consumables, and cleaning costs. If the use of the commercial kitchen is required, this must be indicated in the EOI. All fees contribute to the running and upkeep of the facilities.

Q: Fees and request for extra times outside of EOI application.

A: Fees are determined by your organisation’s status. Standard and NFP hourly hire fees are subject to change on 1 July each year.

NFP Community Organisations/ Groups	Council’s Lease and Licence Policy set the rates for this User Group under an Occupancy Agreement. When User Groups request extra times and/or space outside of the Occupancy Agreement agreed times the Not-For-Profit hourly rates apply.
Community Service Organisations/Government Entities	The not-for-profit hourly rates apply.
Commercial Hirers	The standard hourly rates apply.

Q: Do I have to book the facility for time to set and pack up or only for the program hours?

A: Yes, you must book the facility for the time needed to set up and pack down your program, including any cleaning to leave the space in a reasonable and clean condition. Swipe access will only be provided for the booked hours. If you need access outside these times, an hourly charge will apply.