

Expressions of Interest (EOI)

Recurring Venue Hire: Frequently Asked Questions

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

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 occupying a space within a Council managed venue.

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

A: 1) Existing hirers

2) Casual hirers. Casual hire is treated separately. To enquire about availability for a one-off booking, please download our [Expression of Interest Casual Venue Hire FAQ](#) before completing the [Casual Venue Hire Expression of Interest form](#).

**Please allow up to 6 weeks' notice for casual hire bookings. Timeframes can be dependent on the nature of your booking; particularly where out of hours Duty Officers or Liquor Licences may be required.*

Q: What happens after my form is submitted?

A: You will receive an email within 5 business days advising of the outcome.

Q: How long can we use the facility for?

A: Ongoing hires will be set for up a maximum of one (1) year and then subject to an annual Expression of Interest process to ensure community equity of access to spaces. Council makes no guarantee that the same facility or hours of use will be available in subsequent years.

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

A: Submission of an enquiry 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 outlines the below priorities and includes ensuring a balance of programs within a specific facility. Council wants to ensure a diverse mix of activities 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: Allan McLean Hall, Alan Niemann Hall, Carrum Hall, Cheltenham Hall, Carrum Activity Hub, Chelsea Activity Hub, Clarinda Community Centre, 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 18s?

A: If there are any persons under 18 at the centre in connection with your organisations booking the organisation is responsible for the wellbeing of those children 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 associated legislation; and must, on Council's request, provide evidence of compliance.

Q: What is included in the fees?

A: Included in the hire price are 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 go back into 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	For longer term bookings this User Group may enter a contract under an Occupancy Agreement. The user fees and charges will determine the annual rate. 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, the hours you book the facility must include the time your organisation will need for setting up and packing down your program, including any cleaning to ensure it is left in a reasonable and clean condition. Swipe access will only be provided for those hours agreed upon. For access outside these agreed upon times your organisation will incur an hourly charge.

Q: What documentation do I have to provide to receive the NFP hourly rate?

A: You will need to provide a current Australian Business Number (ABN) **and** current registration with either the

- Australian Charities and Not for Profit Commission (ACNC) or
- Consumer Affairs Victoria (Incorporated Association)

Q: What documentation do I have to provide to receive the Occupancy NFP rate?

A: You will need to provide a current-

- Financial Statement demonstrating annual income under the cap outlined in Community Facilities Access Policy.
- Australian Business Number (ABN) **and** current registration with either the
- Australian Charities and Not for Profit Commission (ACNC) or
- Consumer Affairs Victoria (Incorporated Association)

NFP's may also be requested to provide documents such as but not limited to the-

- the organisation's not-for-profit character
- governance documents
- financial statements
- annual reports
- rules of incorporation.