



**WONGAWILLI COMMUNITY HALL
REQUEST FOR
FEE REDUCTION/WAIVER OF HIRE FEES**

Consideration will be given to the reduction or waiver of fees for eligible community groups, artists, cultural organisations and cultural activities and for Wongawilli Community Hall events and functions. Fee reductions / waivers will be determined against criteria outlined in Wongawilli Community Hall's *Reduction or Waiver of Hire Fees for Community Rooms and Halls under the Direct Control of Council Policy* and will be financed by the Management Committee, Wongawilli community Hall.

Note:

Any fee reduction (full or part) provided by Wongawilli Community Hall is based on the figures quoted in this application. Any additional costs or those that cannot be quoted prior to this application will be the responsibility of the hirer. That is all costs above and beyond the fee reduction are the responsibility of the hirer.

Please complete Application Form

Applicant's Details

Name: Mr/Mrs/Ms/Miss
[Given Name] [Surname]

Organisation:

Address:..... Postcode:.....

Daytime Phone Contact:..... Fax:.....

Mobile No: Email:.....

I hereby declare that the information contained on this form with respect to this request is correct.

Signature of Applicant..... Date:

Event Details:

Venue:.....

Proposed Date of Event:.....

Type of Event.....

Applicant's Details

Name: Mr/Mrs/Ms/Miss.....
[Given Name] [Surname]

Organisation:

Address:..... Postcode:.....

Daytime Phone Contact:..... Fax:.....

Mobile No:..... Email:.....

I hereby declare that the information contained on this form with respect to this request is correct.

Signature of Applicant..... Date:

Event Details:

Venue:.....

Proposed Date of Event:.....

Type of Event.....

Application Request for Fee Reduction OR Waiver (Please circle as applicable)

In order to be considered for a reduction the group or organisation must be able to demonstrate/provide evidence that it meets the following criteria: (attach separate page if required)

Criteria to be addressed	Response
Why is this venue the most suitable/only venue for your event?	
Is your organisation a non-profit organisation and/or registered under the Charitable Fundraising Act No 69 of 1991? If Yes, please quote registered charity number. Evidence may be required.	
Does your organisation receive the majority of its revenue from membership fees, donations or public subscriptions? Evidence may be required.	
Will the payment of the	

standard hire fee prevent your function/event/exhibition or other activity from proceeding? Why? (Profit/Loss required)		
Approximately how many people will attend the event?		
What is the cost/s of entry?/tickets to this event.		
What other sources & amounts of funding do you have to stage this event? Eg grant funds, existing funds, including any Council grant/sponsorship.	Source	\$
What other costs will be incurred to stage this event by your organisation other than hiring of venue? Itemise \$ value of each cost item.	Cost Item	\$
In what way will the event be of value to the broader community?		
Does your function, meeting, exhibition or other activity directly support a public appeal? Evidence will be required.		
Taking into account the current fees are already subsidised by Council and your organisation's capacity to pay this fee what value of reduction are you seeking?		
Does your organisation		

<p>support and stimulate the local cultural economy and reflect the community goals of the Wollongong City Council Strategic Plan?</p>		
<p>Wollongong City Council event – what other alternate funds/budget available for your event?</p>	<p>Source</p>	<p>\$</p>
<p>Other Comments</p>		

REQUEST FOR REDUCTION/WAIVER OF HIRE FEES

Please provide all relevant documents regarding this booking: quote, booking form indicating activity or event, date, estimated audience/participant numbers, ticket price/s, bump in/out times, setup requirements, staffing requirements, technical equipment, costs associated with running the event in addition to venue hire etc.

This information will be forwarded to the Management Committee of Wongawilli Community Hall, for determination.

Management Committee:

Name of venue: _____

Date Received: _____

Comment: _____

Original Quote \$ _____

Fee Reduction Provided % \$ _____

Cost to Hirer \$ _____

All costs above and beyond the fee reduction are the responsibility of the hirer.

Approved _____

On behalf of Management Committee

Not Approved _____

OFFICE USE ONLY

Decision forwarded to Hirer: _____

Completed paperwork: TRIM No: _____