**All fields must be completed on both pages.**

**Please tick the name of hall you are interested in - one application per hall.**

[ ]  **SPRINGVALE CITY HALL** **(Capacity 750 - Main Hall 600 and Supper Room 150)**

[ ]  **MENZIES HALL (Capacity 300)**

[ ]  **SPRINGVALE RESERVE (Capacity 200)**

[ ]  **TATTERSON PAVILION (Capacity 200)**

[ ]  **THE CASTLE (Capacity 110)**

[ ]  **JAN WILSON CENTRE (Capacity 260 - Main Hall 200 and Multipurpose Room 60)**

|  |
| --- |
| **APPLICANT DETAILS** |
| Name of applicant |  |
| Name of organisation (if applicable) |  |
| Position held in the organisation (if applicable) |  |
| Applicant’s address |  |
| Organisation address (if applicable) |  |
| Applicant’s Contact number |  |
| [ ]  (please tick) I, being over the age of eighteen years, hereby acknowledge having received a copy of the current Conditions of Hire and undertake, on this application being approved, to comply in all respects with such conditions. I further acknowledge the charge for the hall as being: **Hall Charge:** (10am - 1am) **Your tender price:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Security Bond:** $2000.00**Public Liability Insurance:** Please provide a copy of your P/L insurance which must cover at least 20 million. |
| **Signature of Applicant** | **Date** |
| For further information, please contact **Shiela D’Cruz on 8571 5340****Please return completed form to:** Email: bookings@cgd.vic.gov.au or post to: City of Greater Dandenong. PO Box 200. Dandenong VIC 3175**NO LATER THAN 5PM ON FRIDAY, 30 JUNE 2023.** |

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| **SELECTION CRITERIA** |

Prospective applicants will need to provide Council with the following information which

will be used by Council to select the successful applicant:

|  |  |
| --- | --- |
| Times of use and type of proposed function: |  |
| Procedure for sale of tickets (e.g. bookings via phone, advertised in local papers): |  |
| Is the organisation located within the City of Greater Dandenong? |  |
| How many of the organisation’s activities are held within City of Greater Dandenong? |  |
| How will the function/event demonstrate a direct benefit to the City of Greater Dandenong community?  |  |
| What is the approximate number of members of the organisation that reside within the municipality? |  |
| Proposed hall hire fee: |  |

**APPLICATIONS CLOSE AT 5PM ON FRIDAY, 30 JUNE 2023.**