**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](mailto: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.**