



## Discount Support - Hall Hire Fact Sheet

Discount Support – Hall Hire is a proportional discount in relation to the hall hire charges of Council owned and operated venues.

Discount Support Hall Hire is **OPEN ALL YEAR ROUND** to enable not for profit and incorporated organisations to book Council venues for meetings, activities and events at a discounted rate. Where organisations are booking venues on a recurrent basis, for example for monthly meetings, it is preferred if all meeting dates are submitted on one application.

**Once the budget allocation for DSHH is exhausted, Council will be unable to accept further applications.**

Discount Support Hall Hire is only available for bookings in the following Council owned and operated venues:

| Venue                                            | Venue Contact Person                                                                                                                                  |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Box Hill Community Arts Centre                   | <b>Venue Hire Officer</b><br>Box Hill Community Arts Centre<br>Arts and Cultural Services<br>Email: BHCAC@whitehorse.vic.gov.au<br>Ph: (03) 9895 8811 |
| Box Hill Town Hall (excluding the Town Hall Hub) | <b>Siobhan Steel</b><br>Venue and Event Services Supervisor<br>Box Hill Town Hall<br>Email: siobhan.steel@whitehorse.vic.gov.au<br>PH: 9262 6243      |

| Venue                                                                                                                                                                                                                          | Venue Contact Person                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Blackburn North Community Hall</b><br><b>Blackburn South Hall</b><br><b>East Burwood Hall</b><br><b>Eley Park Community Centre</b><br><b>Forest Hill Hall</b><br><b>Horticultural Centre</b><br><b>Strabane Avenue Hall</b> | <b>Community Halls Contact:</b><br><br>Community Halls Booking Officer<br>Arts & Cultural Services<br><br>Email: <a href="mailto:community.halls@whitehorse.vic.gov.au">community.halls@whitehorse.vic.gov.au</a><br>PH: (03) 9262 6251                                                                                                                          |
| <b>Willis Room (Civic Centre)</b>                                                                                                                                                                                              | Alex Lyons, Senior Functions Supervisor<br><br><a href="mailto:alex.lyons@whitehorse.vic.gov.au">alex.lyons@whitehorse.vic.gov.au</a>                                                                                                                                                                                                                            |
| <b>The Round</b>                                                                                                                                                                                                               | <b>Theatre</b><br><br>Contact Person: Sarah Bradwell<br>Venue Sales Officer<br><a href="mailto:sarah.bradwell@whitehorse.vic.gov.au">sarah.bradwell@whitehorse.vic.gov.au</a><br><b>Function Room</b><br><br>Contact Person: Alex Lyons<br>Senior Functions Supervisor<br><a href="mailto:alex.lyons@whitehorse.vic.gov.au">alex.lyons@whitehorse.vic.gov.au</a> |

All Discount Support – Hall Hire applications are assessed and approved by the relevant venue Manager, based on the information provided in the application form.

If the application meets the essential eligibility criteria outlined in the Community Grants Guidelines, the following discount on venue hire is applied:

| Type of Community Organisation                        | Maximum Discounted Support Available |
|-------------------------------------------------------|--------------------------------------|
| Eligible not-for-profit and incorporated associations | 50%                                  |
| Service Clubs: Rotary, Lions, Apex, etc               | 75%                                  |
| Senior Citizens Groups                                | 90%                                  |
| Fundraising Events (see criteria below)               | 100%                                 |

The level of Discounted Support granted cannot exceed the maximum percentage shown in the above table.

All applicants will be informed of the outcome of their application via email.

## Discount Support Hall Hire (Fundraising Event) Grant

Where the sole purpose of an event is fundraising, eligible groups can apply for the Discount Support Hall Hire (Fundraising Event) Grant, which provides one free venue hire per organisation per year.

Groups that are auspiced by another organisation will be viewed as part of the auspice organisation. Multi-site organisations or auspiced organisations should check that the organisation has not already applied and been approved for Discount Support Hall Hire (Fundraising Event) Grant.

In addition to the Eligibility Criteria set out in the Grant Guidelines, the following additional criteria are applied to Discount Support Hall Hire (Fundraising Event) Grants:

- The fundraising event must be held at one of the venues listed above.
- The event must not exceed one day.
- Discount Support is for Hall Hire only.
- The money raised must benefit local initiatives/ groups and cannot be sent to organisations or initiatives occurring outside of the City of Whitehorse without Council approval.

Where fundraising activities are undertaken in response to natural disasters that have occurred nationally and internationally, the organisers should speak to the relevant Venue Manager to discuss eligibility prior to submitting an application.

**Please note:** Council does not consider a graduation night, an annual dinner, a presentation night, an event recognising an individual, an expo or any other function where raffle tickets or merchandise is sold for the purpose of raising funds as part of the event, a fundraising event.

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Council supports applications that demonstrate consideration of **gender equality and environmental sustainability**. All applicants are encouraged to:

- Increase community awareness and understanding of environmental sustainability
- Help ensure our natural environment is healthy and sustainable for future generations
- Build community capacity to live sustainably through efficient use of water and energy, including use of renewable energy, resource recovery and/or reuse of materials, and increasing biodiversity
- Reduce waste litter, and eliminate the use of single-use plastics.

For more information visit: [www.vic.gov.au/single-use-plastics](http://www.vic.gov.au/single-use-plastics)

More information about the venues including contact details to check availability are available on [Council's website](#)