



## 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	<p><b>Venue Hire Officer</b>            Box Hill Community Arts Centre            Arts and Cultural Services            Email: <a href="mailto:BHCAC@whitehorse.vic.gov.au">BHCAC@whitehorse.vic.gov.au</a></p> <p><b>Alison Brash</b>            Box Hill Community Arts Centre Coordinator            Email: <a href="mailto:alison.brash@whitehorse.vic.gov.au">alison.brash@whitehorse.vic.gov.au</a>            Ph: (03) 9895 8811</p>
Box Hill Town Hall (excluding the Town Hall Hub)	<p><b>Siobhan Steel</b>            Venue and Event Services Supervisor            Box Hill Town Hall            Email: <a href="mailto:siobhan.steel@whitehorse.vic.gov.au">siobhan.steel@whitehorse.vic.gov.au</a>            PH: 9262 6243</p>

Venue	Venue Contact Person
Blackburn North Community Hall	<b>Community Halls Contact:</b>  Community Halls Booking Officer Arts & Cultural Services  Email: <a href="mailto:community.halls@whitehorse.vic.gov.au">community.halls@whitehorse.vic.gov.au</a> PH: (03) 9262 6251
East Burwood Hall	
Forest Hill Hall	
Horticultural Centre	
Rentoul Hall	
Strabane Avenue Hall	
Willis Room (Civic Centre)	Event Services ( <b>Joanne and Megan</b> )  <a href="mailto:EventServices@whitehorse.vic.gov.au">EventServices@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 these 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.

Council supports applications that demonstrate consideration of **gender equality and environmental sustainability**. All applicants are encouraged to reduce their waste and consider resource recovery methods such as recycling. 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](#)