

# COMMUNITY VENUE HIRE PROGRAM APPLICATION FORM



Enable not-for-profit organisations to defray costs associated with hire of Council venues whereby the purpose of the venue hire aligns to actions under the [Community Strategic Plan](#).

Please complete this form to apply for the **Community Venue Hire Program**.

Council's Financial Assistance Policy can be found [here](#), applicants should refer to Policy and any Sponsorship Guidelines prior to submitting an application.

Completed applications should be submitted at least six weeks prior to the project/program/activity and must be emailed to [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au).

APPLICANT DETAILS	
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other - Please specify:
Name/s	
Date of Birth <i>Optional</i>	
Residential Address <i>Include City, State &amp; Postcode</i>	
Postal Address <i>Include City, State &amp; Postcode</i>	
Contact Number	
Email Address	

ORGANISATION DETAILS			
Organisation, Event owner			
ABN			
Contact Number			
Email Address			
Postal Address <i>Include City, State &amp; Postcode</i>			
Is your organisation registered for GST	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is your organisation registered as an NFT or Charity* <i>Evidence to be provided</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No

# COMMUNITY VENUE HIRE PROGRAM APPLICATION FORM

PROJECT/PROGRAM/ACTIVITY DETAILS	
Venue/location Other details including room name, description (if applicable)	
Start date and time	
End date and time	
Please provide a description of the project/program/activity (max 300 words)	
How does this project/program/activity align with actions under the Community Strategic Plan (max 300 words)	
What outcomes are you looking to achieve and how do these outcomes align with Council's Community Strategic Plan? (max 300 words)	
<p><i>It is expected that all programs/activities supported by Dubbo Regional Council are covered by approval and appropriate insurances. It is also expected that they are delivered in a safe and sustainable manner. Council may request a copy of plans as part of its assessment of your application.</i></p>	
Please indicate approvals, insurances and plans are in place to cover the project/program/activity.	<input type="checkbox"/> \$20 M Public Liability Insurance (please attach, if not covered provide further details) <input type="checkbox"/> Other insurance Please specify _____ <input type="checkbox"/> Risk Management Plan <input type="checkbox"/> Event Management Plan
Have you received any other forms of funding for this project/program/activity from Council	<input type="checkbox"/> Yes – If yes you are ineligible to apply for funding under this program <input type="checkbox"/> No

INTERNAL USE ONLY	
Reference Number (Quote)	
Booking details; including Fees and Charges	
Other	