



Application for Hire Subsidy Halls and Council Facilities

Details of Applicant

Name of Group/Organisation: _____

Contact Person: _____

Address: _____

Postcode: _____

Telephone number: _____
(Business) (Home) (Mobile)

Facsimile/Email: _____

Type of Organisation

- Non-government
- Volunteer
- Community Group/Organisation
- School/Educational Institution
- Local Health, Welfare or Community Services
- Other (please specify): _____

Activity/Hire Details

Name of Hall being hired: _____

1. Does your group/organisation carry public liability insurance for \$10 million dollars?
 Yes No
(If yes, please attach a copy, if you have not already done so.)
2. An audited financial statement from the previous financial year (for incorporated bodies) or a current bank statement (for non-incorporated bodies) is required.
(Please attach the relevant documentation to this application.)
3. Is your group/organisation an incorporated body?
 Yes No
(If yes, please attach a copy, if you have not already done so.)

4. What are the basic aims and objectives of your group/organisation?

5. What is the current total membership of your group/organisation? _____

6. Does your group/organisation receive funding from any other source (i.e. government grants, corporate sponsorships, City of Charles Sturt Ward Allowance etc.)?

Yes No

If yes, please advise of the amount received and describe the purpose of the funding:

7. a. For what purpose is the hall/Council facility to be hired (i.e. recreation, sport, community development etc.):

b. What activity will take place during the time of hire (i.e. Tai chi, social club, meeting etc.)?

c. Number of participants involved in the activity: _____

d. Number of participants residing in the City of Charles Sturt: _____

I certify on behalf of _____

(please fill in the name of the group/organisation)

that the above information is true and correct.

Name: _____

Position: _____

Signed: _____

Date: _____



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Additional Information

It is acknowledged that Events/functions play an important role in the community and the proposed cost increases associated with implementing an event may make it difficult for this to continue. To assist in keeping costs to a minimum, a number of events/functions may be able to claim a series of subsidies under the below categories. The percentage stated below is the amount that would be deducted from the total hire cost.

Event Type – Definition

Community Event /Non Profit Organisations – 20%

To receive this subsidy the event organiser must prove that the organisation/committee is non-profit or does not operate as a commercial entity. The organisation must prove that they are registered in this manner by documentation by the Australian Tax Office.

Organisation is based in the City of Charles Sturt – 10%

The company/organisation holding the event must be located within the City of Charles Sturt boundary.

Proceeds go to Charity – 20%

The event organiser must provide a Certificate for Registered Charity, which should be available from the Australian Tax Office.

Written documentation on a letterhead from the Charity organisation must be submitted with this application advising all proceeds will be going to this Charity.

Required Documentation

All categories that state proof must be provided, official documentation must be attached to your application. This is the documentation from the Australian Tax Office.