



**APPLICATION FOR THE HIRE OF  
SPRINGVALE TOWN HALL FOR  
TUESDAY 31 DECEMBER 2019  
(NEW YEAR'S EVE)**

**ABN No. 41205538060**

BETWEEN THE HOURS OF \_\_\_\_\_ and  
\_\_\_\_\_

NAME OF APPLICANT (Please Print):  
\_\_\_\_\_

NAME OF ORGANISATION (If applicable):  
\_\_\_\_\_

POSITION HELD IN ORGANISATION:  
\_\_\_\_\_

ADDRESS OF APPLICANT:  
\_\_\_\_\_

BUS. TEL NO: \_\_\_\_\_

HOME TEL NO: \_\_\_\_\_

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:-

**Springvale Town Hall (capacity 800)**  
**397-405 Springvale Rd, Springvale**

Hall Charge: (7pm – 1am) Your tender price: \_\_\_\_\_

Security Bond: \$1500.00

Public Liability Insurance: \$

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

For further information please contact **Rebecca Jones** on **8571 5340**

**Please return completed form to:-**

City of Greater Dandenong  
PO Box 200  
DANDENONG Vic 3175

No later than close of business on **Friday 26 April 2019**

	<p style="text-align: center;"><b>APPLICATION FOR THE HIRE OF SPRINGVALE TOWN HALL FOR TUESDAY 31 DECEMBER 2019 (NEW YEAR'S EVE)</b></p>
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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 proposed function:

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- Procedure for sale of tickets (eg bookings via phone, advertised in local papers):

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- Is the organisation located within the City of Greater Dandenong (please provide address details for the Organisation):

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- How will the function/event demonstrate a direct benefit to the City of Greater Dandenong Community:

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- What is the approximate number of members of the organisation that reside within the municipality?

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- Proposed hall hire fee:

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**Applications will be accepted until 5pm, Friday 26 April 2019**