

Town Hall Subsidy Grant - Fact Sheet

City of Yarra's Town Hall Subsidy Grant offers discounted use of Town Halls for community events, giving eligible groups a reduced rate for hall hire.

Not-For-Profit community groups operating within Yarra can apply for the Town Hall Subsidy Grant for **one event** held at a Yarra Town Hall **per financial year** for a period 12 hours or less. The grant can cover venue hire fees, hire of the commercial kitchen and hire of balcony (if requested)

[Applicants must confirm a booking](#) with the Venues and Events team before submitting their application. They can apply via [SmartyGrants](#).

To be eligible to apply for the Town Hall Subsidy Grant, a group must be:

- Not for profit; and
 - Incorporated;
- or
- Auspiced by an eligible organisation.
(Auspicing is an option made available to smaller non-incorporated, not-for-profit community groups. It means that an official arrangement has been made with an eligible organisation and that they, the auspicing organisation, have agreed to take responsibility for your event in an official capacity.)

Key points when assessing eligibility:

- Whether the group is Yarra based;
- The level of benefit to Yarra residents and the local community;
- The level of involvement of Yarra residents and the local community.

If an application is successful, the hirer will be required to pay 10% of the cost of the hall hire (and commercial kitchen and balcony, if requested). The City of Yarra will cover the remaining 90% fee as determined at the time of application. Applicants will still need to pay a bond upfront (currently \$1,000) to confirm their booking.

Applicants will also need to be prepared to pay for any security costs which may be required by standard Venues & Events policies. All usual conditions of hall hire still apply and all Venues & Events criteria must be met or the application for the Town Hall Subsidy Grant will be considered ineligible.

As part of the discount arrangement hirers whose applications are successful are required to acknowledge the City of Yarra in all publicity, catalogues, programs etc.

The hall access times specified on your application form must be correct when you submit your application. If times are changed at a later date, you will be charged the normal fee per hour for every additional hour, and this will not be discounted. If kitchen or balcony hire is added at a later date this will not be discounted.

Equipment hire is not discounted.

General Venues event staffing is included but this does not include AV staff. Hirer will be charged AV staff and AV costs if these are required (use of the sound system or projector)

Hirers are also required to have public liability insurance cover and to provide a certificate of currency.

Applications for the Town Hall Subsidy Grant must be received at least seven weeks prior to the event to ensure adequate time is allowed for a decision to be made about the application.

