



## City of Albany Town Hall and Town Square In Kind Support Application Form

### OVERVIEW

#### Purpose

To encourage the development of the local community by supporting performances, exhibitions and events that make a positive and creative contribution to the region.

This application is for in kind support only. The support that is provided through this application is the waiver or reduction of fees and charges associated with the venue hire of either the Town Square or Town Hall.

#### Logistics

Applications can be submitted year round. However, to secure the date and allow sufficient time for processing, applications must be lodged at least **three months prior** to the start of the performance, exhibition, event, project or activity.

### ELIGIBILITY

Town Hall or Town Square in kind support is available to charitable organisations, not-for-profit community groups, government bodies, school groups or groups delivering a program deemed of significant community and/or cultural value to the City of Albany.

The Town Hall or Town Square must be available on the dates requested.

If you are holding an event, you may also be required to complete an Event Approval Application. Your booking may be revoked if you do not complete the associated documents. To find out if you need to complete an Event Approvals Application, please refer to the City of Albany's Event Planning Guidelines or contact the Events Approval and Projects Officer on 08 6820 3035.

Activities that are already supported by the City of Albany through sponsorship or funding are not eligible to apply for Town Hall or Town Square in kind support. Venue hire fees should be incorporated into the original funding agreements.

### APPLICATION APPROVAL PROCESS

#### Applicants are required to:

1. Contact the Events Team to ensure that the dates required are available.  
If you wish to book the Town Hall, please contact the Administration Assistant (Events and Communications) on 08 6820 3033 or on [events@albany.wa.gov.au](mailto:events@albany.wa.gov.au).  
If you wish to book the Town Square, please contact the Events Approval and Projects Officer on 08 6820 3033 or on [eventsapprovals@albany.wa.gov.au](mailto:eventsapprovals@albany.wa.gov.au).
2. Read the relevant venue's terms and conditions, which are located within the Town Hall Booking Form or the Town Square Booking Form.
3. Complete the Town Hall and Town Square In Kind Support Application Form and return to [records@albany.wa.gov.au](mailto:records@albany.wa.gov.au) or hand deliver to 102 North Road, Albany WA 6330.
4. Applications will be reviewed and successful applicants will be contacted to complete arrangements.



## INFORMATION

Organisation Name	
Name of Applicant	
Postal Address	
Phone	
Mobile	
Email	
I am a	<input type="checkbox"/> Charitable Organisation and I am registered with the Charitable Collections Advisory Committee <input type="checkbox"/> Not-for-Profit Community Organisation or Group <input type="checkbox"/> Government Authority <input type="checkbox"/> Commercial Organisation <input type="checkbox"/> Other:
Activity Title	
Activity Bump-In (Date and Time)	
Activity Start Date	
Activity Start Time	
Activity End Date	
Activity End Time	
Activity Bump-Out (Date and Time)	
Location	<input type="checkbox"/> Town Hall Theatre <input type="checkbox"/> Town Hall Gallery (Carol Pettersen Hall) <input type="checkbox"/> Town Square <input type="checkbox"/> Other _____
Is this activity already being supported by the City of Albany through sponsorship or funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No



**TYPE OF SUPPORT REQUESTED:**

Fees waived

Other

If you are requesting that Town Hall or Town Square fees are waived, please outline what fees you would like waived e.g. the booking fee, venue hire, cleaning fee etc.

If you are requesting other support, please outline what support you would like to receive from the City of Albany.

**ACTIVITY/ORGANISATION:**

Please provide a brief description of the activity you are requesting support for.

Please provide a brief description of you/your organisation.

Does your event provide significant community and/or cultural value to the City of Albany? If so, please outline.



**REQUIREMENTS FOR APPROVED APPLICATIONS**

1. Acknowledgement of the support from the City of Albany verbally at events.
2. Use of the City of Albany logo in printed promotional material.

**SIGNATURE**

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date:   /  /  

<i>Total value of in kind support</i>	<i>Value:</i>	
<i>Application assessed by</i>	<i>Name:</i>	
	<i>Name:</i>	
	<i>Name:</i>	
<i>Request Approval</i>	<i>Approved</i>	<i>Not Approved</i>
	<i>Name:</i>	
	<i>Signature:</i>	
	<i>Date:</i>	
<i>Reasons for not approving</i>		

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