



Ageing and Inclusion

Neighbourhood and Senior Citizens Centres Community Hire Application Form

Jean McKendry Neighbourhood Centre
Kensington Neighbourhood Centre
South Yarra Senior Citizens Centre

Document Owner	Centre Coordinator
Issue Date	March 2024
Next Review Date	September 2025

Application form

Before completing this application, please:

- Read the Neighbourhood and Senior Citizens Centres Community Hire Policy and Conditions of Use.
- Contact the Ageing and Inclusion team on 9658 9190 to discuss eligibility and availability.

1. Organisation details

Organisation / group name:	
Organisation / group website:	
Postal address:	

Primary contact

Primary contact name:	
Primary contact position:	
Primary contact phone:	
Primary contact email:	

Secondary contact (you must provide details for a secondary contact)

Secondary contact name:	
Secondary contact position:	
Secondary contact phone:	
Secondary contact email:	

2. Eligibility

Organisation / group type	
2.1 Please tick the relevant organisation / group type	<p>1. Government body <input type="checkbox"/> Council service or program <input type="checkbox"/> Council contractor <input type="checkbox"/> Community group <input type="checkbox"/></p> <p>2. Incorporated, not for profit organisation <input type="checkbox"/> <i>Please provide your incorporation number below</i> _____</p> <p>3. Auspiced community group <input type="checkbox"/> <i>Please provide details of the auspicing organisation</i> Auspicator name: _____ Contact number: _____ Email address: _____</p>

<p>2.2 Does the organisation / group hold a current public liability insurance policy? <i>As part of this application your organisation/group may be required to take out a public liability insurance policy.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>Please attach a copy of your current public liability insurance policy to this application.</i></p>
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3. Priority

<p>Strategic alignment</p>
<p>3.1 Please describe the purpose of your organisation / group:</p>
<p>3.2 How does your group or organisation’s services or programs align with our strategic plan: <i>Melbourne: A Great Place to Age 2020-2024</i>? Circle the priority outcome area/s which best align with your group’s or organisations goals.</p> <ul style="list-style-type: none"> • Respect: Older people are celebrated, valued and respected for their unique life experiences • Safety: Older people live in safe and accessible homes and communities • Connection: Older people are welcomed and connected with their community • Support: Older people have access to quality services and supports <p>How does your group or organisation’s services or programs address the priority outcome area/s you have circled?</p>
<p>3.3 Why do you want to meet at the Centre? Describe the benefits for your group members or for older people in the community.</p>
<p>3.4 Describe your activities. Please include details of all proposed activities, programs or events that will occur during the requested booking/s.</p>

3.5 What is the average number of people expected to attend each booking?	
3.6 How many people expected to attend the booking live in the City of Melbourne municipality?	
3.7 How many people expected to attend the booking are over the age of 55?	
3.8 What is the cost associated with membership? Please provide details of all membership fees and other costs charged to members.	
3.9 Does the group / organisation receive funding through any City of Melbourne grants? E.g. Community Grants / Community Meal Subsidy. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details including the grant type, amount of funding received and for what period.	
3.10 Does the group receive funding through any other funding bodies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details including the grant type, amount of funding received and for what period.	
3.11 Does the group meet at any other venues? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details including duration of meetings, frequency and cost of venue hire.	
3.12 Is the group taking new participants?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Additional information	
4.1 What are the primary languages spoken by participants?	

4.2 How many paid employees does the organisation/group have?	
4.3 How many volunteers does the organisation/group have?	

5. Booking details

5.1 Please select which Centre and room/s your application relates to:		
Jean McKendry Neighbourhood Centre, 91-111 Melrose Street, North Melbourne		
<input type="checkbox"/> Main hall <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Meeting Room 1 <input type="checkbox"/> Meeting Room 2 <input type="checkbox"/> Meeting Room 3 <input type="checkbox"/> Craft/ sewing room <input type="checkbox"/> Kitchenette 1 (shared) <input type="checkbox"/> Kitchenette 2 (shared) <input type="checkbox"/> Outdoor garden (shared)		
Kensington Neighbourhood Centre, 18 Anthony Street, Kensington		
<input type="checkbox"/> Main hall <input type="checkbox"/> Commercial Kitchen <input type="checkbox"/> Small hall with kitchenette <input type="checkbox"/> Sensory garden with outdoor BBQ (shared)		
South Yarra Senior Citizens Centre, 65 Toorak Road West, South Yarra		
<input type="checkbox"/> Main hall with kitchen		
5.2 Select you preferred day/s and time/s	Set-up and pack-up time must be included in your booking	
<i>Regular bookings are capped at 7 hours per week</i> <i>The Centres can be booked during business hours Monday to Friday 9.00am to 4.00pm</i>	<u>First preference/s</u> Day/s and time/s:	<u>Second preference/s</u> Day/s and time/s:
5.3 Please select the type of booking If one-off or specific dates, go to question 5.5.	<input type="checkbox"/> Regular	
	<input type="checkbox"/> One-off or specific dates (please list all dates below)	
	Dates: _____	

<p>5.4 Please select how often the organisation / group would like to meet</p>	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other, please describe: <hr/> <hr/>			
<p>5.5 Will the organisation / group require access to kitchen facilities? <i>Please tick all facilities required as part of the booking</i></p>	<input type="checkbox"/> Hot water urn <input type="checkbox"/> Microwave <input type="checkbox"/> Fridge/ freezer <input type="checkbox"/> Oven/ cooktop <input type="checkbox"/> Bain-marie <input type="checkbox"/> Dishwasher <input type="checkbox"/> Crockery and cutlery			
<p>5.6 Food / beverages: <i>Tick all that apply. Please note the sale of alcohol is prohibited inside the Centres</i></p>	<input type="checkbox"/> Cooking or preparing food <i>Users are encouraged to complete the free online training DoFoodSafely</i> https://dofoodsafely.health.vic.gov.au/	<input type="checkbox"/> External catering ordered in	<input type="checkbox"/> No food served or consumed	<input type="checkbox"/> Alcohol consumption <input type="checkbox"/> Tea / coffee <input type="checkbox"/> Participants bring their own food and drink
<p>5.7 Will the organisation / group be using the public computers and Wi-Fi?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<p>5.8 Will the organisation / group require access to audio visual equipment?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No			

6. Agreement

Where an application is made on behalf of an organisation, incorporated association, group, club or body of persons, the applicant must:

- (a) warrant that they are authorised to sign the hire agreement and application on behalf of the User;
- (b) guarantee that the User will strictly observe and perform its obligations under the Conditions of Use; and
- (c) pay to the City of Melbourne on demand any money for loss suffered by the City of Melbourne due to a breach of the conditions by the User.

If the City of Melbourne accepts the User's application, at a minimum the User must provide to the City of Melbourne prior to the booking date:

- (d) a signed copy of the hire agreement and other relevant terms and conditions;
- (e) a copy of public liability insurance with indemnity noted on the policy.

Please print your name, sign and date to acknowledge you have read and agree to the Neighbourhood and Senior Citizens Centres Community Hire Policy and Conditions of Use, and will ensure that your organisation/group members and guests will comply with the terms and conditions contained within.

Organisation / group:			
Representative name:			
Date: / / /	Signature:		

Applicant checklist

Neighbourhood and Senior Citizens Centres Community Hire Policy and Conditions of Use read	<input type="checkbox"/>
All sections of this application form are complete	<input type="checkbox"/>
Public liability insurance, certificate of currency attached	<input type="checkbox"/>

How to submit your application

The applicant must submit the application form to the City of Melbourne at least 10 business days prior to the proposed commencement of use by:

Email to: healthyageing@melbourne.vic.gov.au

Deliver in-person to Centre staff at the following Centres:

- Jean McKendry Neighbourhood Centre, 91 - 111 Melrose Street, North Melbourne

- Kensington Neighbourhood Centre, 18 Anthony Street, Kensington
- South Yarra Senior Citizens Centre, 65 Toorak Road West, South Yarra

Collection notice

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by City of Melbourne for the purpose of assessing the use of Neighbourhood and Senior Citizens Centres and for the secondary purpose of communicating with you regarding use of the Centres or for any other directly related purpose. The personal information will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not collected, the form may be considered incomplete and the application may not be assessed. If you wish to alter any of the personal information you have supplied to City of Melbourne, please contact Council via telephone on 9658 9190 or email healthyageing@melbourne.vic.gov.au