

COMMUNITY FACILITIES MANAGEMENT



EXPRESSION OF INTEREST REGULAR HIRE APPLICATION FORM 2023-2024

The aim of the application form is to assess the Expression of Interest from organisations intending to provide community programs and services to the Liverpool community through the utilisation of Council's community facilities.

Applicants must have read and understood Council's [Permanent Hire Terms and Conditions](#) prior to submitting their application.

Community Facilities Management will assess the application. These applications will be assessed against the following selection criteria:

- The program provides a needed community service in line with Council's Management Plan and Community Strategy (the Community Strategy can be accessed via Council's website).
- The venue is suited to the proposed program.
- The organisation has proven financial management.
- If the organisation has utilised Council venues in the past: the organisation has conducted themselves according to Council's policies and procedures.
- The service is based in Liverpool and targets customers from the Liverpool Local Government Area.
- The organisation has a current Public Liability Insurance policy.
- The organisation has no outstanding debt for previous usage.

Community Facilities Management will collate all applications received with one of the following actions occurring:

- 1 When only one application for a specific time at any centre is received and it meets the selection criteria the group is recommended to complete the appropriate hire forms the process will be finalised as they submit their current Public Liability Insurance details.

- 2 When two or more groups have applied for identical times and centres, negotiations will take place to try to meet the needs of each group. The groups will be assessed against the stated selection criteria and Council's social plan's objectives. If this is successful then each of the groups are advised to complete the appropriate hire forms and submit their current Public Liability Insurance details.
- 3 Where the negotiations fail and there is a conflict in the bookings, applications will be forwarded to the Coordinator Community Facilities Management for resolution, with groups advised of the outcome in writing

Fields marked with an asterisk (*) are **mandatory**. Please answer these in full; Council will not evaluate incomplete applications.

Please return completed applications along with the necessary supporting documents via the following:

- **In Person** at Liverpool City Council Customer Service Centre, Ground Floor, 33 Moore Street, Liverpool NSW 2170
Monday to Friday, 8.30 am to 4.30 pm
- **By Post** addressed to:
Community Facilities Management
Liverpool City Council
Locked Bag 7064, Liverpool BC NSW 1871
- **By Email** to managementf@liverpool.nsw.gov.au



For more information please visit
www.liverpool.nsw.gov.au or phone
Council's Customer Contact Centre
on **1300 36 2170**

**LIVERPOOL
CITY
COUNCIL**



COMMUNITY FACILITIES MANAGEMENT

EXPRESSION OF INTEREST REGULAR HIRER 2023-2024 APPLICATION FORM

**ORGANISATION
NAME ***

ABN (If Applicable)

Postal Address *

Website

Please tick the
description that best
describes your
organisation *

- ☐ Community/Not-for-Profit Organisation (A community or not-for-profit group or an incorporated not-for-profit organisation)
- ☐ Commercial Entity (An individual or sole trader or commercial business that charges for attendance at its activity)

Are you a current regular hirer?

☐ Yes

☐ No

CONTACT DETAILS

Please note: Only the below contacts will be permitted to inquire and/or make changes to the organisation's permanent booking. Should any of these details change it is the organisation's responsibility to notify Council.

Contact Person 1 *

Title *

☐ Mr

☐ Mrs

☐ Ms

☐ Other:

Position in Organisation *

Mobile *

Email *

This is where all correspondence will be sent to, including invoices

Contact Person 2

Title

☐ Mr

☐ Mrs

☐ Ms

☐ Other:

Position in Organisation

Mobile

Email

Fields marked with an asterisk (*) are **mandatory**. Please answer these in full otherwise your application cannot be evaluated.

COUNCIL USE ONLY: Trim Application forms received to container number 2022/3905, Trim No.

ORGANISATION DETAILS

Details of what your organisation provides (please attach Mission and/or Vision statement if applicable) *

Please note: Responses of 'attached' or 'as per previous application' will not be accepted

Nature of use/ activity to operate from venue (please attach programs and/or lesson outlines if applicable) *

What is your organisation's activity type(s)? (please tick all that apply) *

- | | | |
|---|---|--|
| <input type="checkbox"/> Child Care/Playgroup | <input type="checkbox"/> Group Counselling | <input type="checkbox"/> Senior Program |
| <input type="checkbox"/> Community Support | <input type="checkbox"/> Music/Dance/ Performing Arts Class | <input type="checkbox"/> Sports/Health and Fitness |
| <input type="checkbox"/> Disability Support | <input type="checkbox"/> Political Meetings | <input type="checkbox"/> Youth Program |
| <input type="checkbox"/> Educational Classes | <input type="checkbox"/> Religious Program | |
| <input type="checkbox"/> Other: | <input type="text"/> | |

How many members/people will regularly be attending your program/ activities? *

Estimated percentage of participants living in Liverpool LGA *

<input type="checkbox"/> 75%-100%	<input type="checkbox"/> 50%-74%	<input type="checkbox"/> 25%-49%	<input type="checkbox"/> Less than 25%
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Estimated percentage of participants who speak a second language at home or were born in another country*

<input type="checkbox"/> 75%-100%	<input type="checkbox"/> 50%-74%	<input type="checkbox"/> 25%-49%	<input type="checkbox"/> Less than 25%
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What are your target groups? Please indicate the age group and other beneficiaries (E.g. Toddlers 1-3 years and their families) *

How will the targeted groups benefit from your organisation's activities?*

Please list any affiliations with local networks, service providers or peak bodies

FUNDING

Does your organisation receive State or Federal Government funding, or funding from another organisation? *

☐

Yes

☐

No

If Yes, please provide details: (please attach evidence from your funding body)

Does your group charge fees to use their services? *

☐

Yes

☐

No

If Yes, for what and how much?

Did you receive any fee reductions/grants from Liverpool Council in the past two years? *

☐

Yes

☐

No

If Yes, for what and how much?

LEGISLATION

Does your organisation/group have WHS procedures? (please attach copies) *


☐

Yes

☐

No

Does your group follow legislated child protection protocol? *

☐

Yes

☐

No

If Yes, please attach copies. If No, please provide details

VENUE REQUEST

Please indicate your venue and room of interest, from most preferred to least preferred. For a list of venues and their corresponding capacities, please refer to Appendix A.

Option 1 *

Option 2

Option 3

Frequency

☐

Weekly

☐

Fortnightly

☐

Monthly

☐

Other:

NEW PERMANENT HIRERS

All new hirers are responsible for inspecting the above chosen centres **PRIOR** to commencing a permanent hire agreement to ensure that the/these centre(s) are suitable for your programs. Please refer to clause 7 'Casual Inspections and Risk Assessment' in the Permanent Hire Terms and Conditions.

BOOKING SCHEDULE

Day	Time Required		Day	Time Required	
	From	To		From	To
Monday			Friday		
Tuesday			Saturday		
Wednesday			Sunday	Please complete a Religious/Sunday Program Expression of Interest application form.	
Thursday					
Commencement Date:			Conclusion Date:		

Will you require the following *: ☐ Public Holidays ☐ School Holidays

☐ Other:

Please note: Council Community Centres are available between 2 January to 23 December 2023, and 2 January and 22 December 2024.
Access to dates during the end of year Council closure may be granted based on the type of program being run.

PUBLIC LIABILITY

Insurance details must be provided and be within expiry date of policy prior to submitting this application.

Name of Policy *

Insurer *

Insurance Type

Coverage Value *
(Minimum \$10,000,000)


Policy No. *

Expiry Date *

SUPPORTING DOCUMENTS

Please ensure the following details and documents are submitted with this application:

DOCUMENTATION	SUBMITTED
1 Application form completed in full *	<input type="checkbox"/>
2 Copy of Certificate of Incorporation (not-for-profit organisation only), evidence of registration as a charity or any other documentation to support your application	<input type="checkbox"/>
3 Copy of your community organisation's Mission Statement or Vision *	<input type="checkbox"/>
4 Copy of your community organisation's programs over the one year period	<input type="checkbox"/>
5 Evidence from your funding body agreements (if applicable)	<input type="checkbox"/>
6 Copy of Certificate of Currency supplied with application (cover notes are not acceptable) *	<input type="checkbox"/>
7 WHS Procedures and Working With Children Check (if applicable)	<input type="checkbox"/>

 Please note that if the relevant supporting documents are not submitted your application cannot be evaluated. Council accepts no liability for delays due to incomplete applications

DECLARATION

I , on behalf of
Print name * Organisation name *

certify the following:

- I confirm that I am 21 years of age or over and am authorised to make an application for permanent hire of a Council community venue on behalf of my organisation.
- I confirm that all information entered into this form is true, complete and accurate.
- I confirm that I have read, understood and agree to Council's [Community Facilities Permanent Hire Terms and Conditions](#).
- I am aware of the fees and charges and confirm that the organisation can financially sustain the programs and use of the community venue as detailed in this application.
- I am aware that information that is provided on this form will be used by Council or its agents to process this application. (It can also be made available, as required by law, to other government agencies. In accordance with the Privacy and Personal Information Protection Act 1998, and Council's Privacy Management Plan. Council will try to avoid releasing personal information that you provide on this form to third parties. for more information regarding your privacy rights, please contact Council's Privacy contact officer (the Governance Coordinator) on 1300 36 2170.)

Signature * Date *

Important

Please note the completion of this form does not guarantee that your organisation will receive immediate approval. Following the due date for EOI applications, Council will assess all submissions against the eligibility and key selection criteria to select suitable permanent hirers for 2021-2022.

Following the closing date for submissions, Council will register applications as the first of a process designed to identify interested organisations and assess their needs.

The application and supporting documentation acts to identify and assess the suitability of applicants on a non-commercial/commercial basis. Council reserves the right to offer available space to its applicants, ensuring a variety of programs are being offered within the facilities, and that the a range of programs and activities offered are driven by the needs, strengths and interests of the community of Liverpool.

Liverpool City Council welcomes your submission and endeavours to find your community organisation a suitable space to conduct your programs. For any inquiries please contact Community Facilities Management on 8711 7437, 8711 7424 or email managementf@liverpool.nsw.gov.au.

LIST OF COMMUNITY VENUES FOR HIRE

BRINGELLY COMMUNITY CENTRE

5 Greendale Road, Bringelly
Max Capacity: Large Room 120

CARNES HILL COMMUNITY CENTRE

600 Kurrajong Road, Carnes Hill
Max Capacity: Large Room 170, Meeting Room 70,
Boardroom 25

CASULA COMMUNITY CENTRE

39 Ingham Drive, Casula
Max Capacity: Large Room 100

CECIL HILLS COMMUNITY CENTRE

5 Sandringham Drive, Cecil Hills
Max Capacity: Large Room 100, Meeting Room 20

CHIPPING NORTON COMMUNITY CENTRE

Child's Park, Cnr Central Avenue & Homestead
Avenue, Chipping Norton
Max Capacity: Large Room 120, Small Room 50

**CHIPPING NORTON RECREATION CENTRE
(THE LAKES BOATSHED)**

Angle Park, Homestead Avenue, Chipping Norton
Max Capacity: Function Room 100

DR JAMES PIRIE COMMUNITY CENTRE

124 Bigge St, Liverpool
Max Capacity: Meeting Room 20 (x2)

GREEN VALLEY DISTRICT CENTRE

171-183 Wilson Road, Green Valley
Max Capacity: Function Room 100

GREENWAY PARK COMMUNITY CENTRE

Greenway Drive, Greenway Park
Max Capacity: Function Room 100,
Meeting Room 20

HECKENBERG COMMUNITY CENTRE

22-30 Green Valley Road, Busby
Max Capacity: Large Room 120, Small Room 50

HILDA M DAVIS SENIOR CITIZENS CENTRE

185 Bigge Street, Liverpool
Max Capacity: Large Room 100, Small Room 50

HINCHINBROOK COMMUNITY CENTRE

Cnr Partridge and Whitford Road, Hinchinbrook
Max Capacity: Large Room 120, Meeting Room 20

LIVERPOOL CITY PIPE BAND CENTRE

Woodward Park, Memorial Avenue, Liverpool
Max Capacity: Function Room 80

LIVERPOOL COMMUNITY CENTRE

14B Mill Road, Liverpool
Max Capacity: Function Room 50

LURNEA COMMUNITY HUB

66 Hill Road, Lurnea
Max Capacity: Large Room 150, Multipurpose
Room 70, Meeting Room 30, Boardroom 25

MILLER COMMUNITY CENTRE

30 Woodward Crescent, Miller
Max Capacity: Meeting Room 30

MOOREBANK COMMUNITY CENTRE

Cnr Nuwarra and Maddecks Avenue, Moorebank
Max Capacity: Large Room 120, Meeting Room 20

ORANGE GROVE COMMUNITY CENTRE

Schell Park, Violet Avenue, Orange Grove
Max Capacity: Large Room 120

SETON RECREATION CENTRE

Cnr Heathcote and Swain Street, Moorebank
Max Capacity: Function Room 100

VOYAGER POINT COMMUNITY CENTRE

50 Orlando Crescent, Voyager Point
Max Capacity: Small Room 50

WATTLE GROVE COMMUNITY CENTRE

Village Way, Wattle Grove
Max Capacity: Large Room 100, Small Room 50,
Meeting Room 15

WATTLE GROVE YOUTH CENTRE

Australis Avenue, Wattle Grove
Max Capacity: Function Room 70