

City of Greater Bendigo

Application for Parks, Gardens or Sports Fields fee reduction or fee waiver

The purpose of this form is to apply for a fee reduction or fee waiver of hire fees for Council managed facilities (Parks, Gardens or Sports Fields). For your application to be considered, this form is to be completed (in full) and submitted with supporting documents to the City of Greater Bendigo. It may take up to 4 weeks for the outcome of your application to be determined. Please consider this when submitting your application and the planning of your event / booking. If your application is not successful the hire fees must be paid in full within 30 days from the date of the invoice issued or 7 days prior to the event / booking, whichever may occur first.

1. Contact details

Organisation / club name: (if applicable)	
Contact name:	Telephone (BH):
Postal address:	
Email address:	

2. Booking details

Event type	<input type="checkbox"/> Casual / once off	<input type="checkbox"/> Annual event	<input type="checkbox"/> Seasonal use
Type of club/organisation	<input type="checkbox"/> Not for profit Community Group	<input type="checkbox"/> Sporting club / organisation	<input type="checkbox"/> Private / Commercial
	<input type="checkbox"/> Government Body	Other – please specify:	
Booking location (if applying for multiple locations/grounds, please ensure to list all):			
Booking number:		Date of event / season dates:	
If you event is a casual / annual event please list your anticipated attendance:			
Is this a fundraising event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, purpose of funds raised:
Are entry / registration fees applicable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please indicate approximate cost per person / per player:
Has your event received funding or sponsorship for this event?	<input type="checkbox"/> Yes – from CoGB	<input type="checkbox"/> Yes – from another source	<input type="checkbox"/> No
Has your organisation / club applied to CoGB for a fee reduction over the last 2 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

3. Fee reduction details

Please list the total fee amount, as listed on your correspondence from Council:				
How much of a reduction are you requesting?	<input type="checkbox"/> 10%	<input type="checkbox"/> 25%	<input type="checkbox"/> 50%	<input type="checkbox"/> 100%
If you are not successful with your application, will you be able to proceed with your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Please provide the details / reason as to why you are applying for a fee reduction:				

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4. Checklist

Supporting material must be included with this application when submitted. In addition to any other material that may support your application such as media clippings, promotional material from previous events etc.

For not for profit community group / organisation

A copy of your Certificate of Incorporation	<input type="checkbox"/>
A copy of a financial statement / your most recently published annual report	<input type="checkbox"/>

For sporting clubs / sporting organisations

A copy of a financial statement / your most recently published annual report	<input type="checkbox"/>
If requesting a fee reduction due to unforeseen expenses incurred to the club / organisation, please include copies of invoices and or receipts to support this.	<input type="checkbox"/>
Any additional supporting letters or documents that you believe may be relevant and assist your application	<input type="checkbox"/>

For commercial / private

A one page document relevant to the activity / project / event you are proposing.	<input type="checkbox"/>
One written reference or letter/email of support from a not for profit incorporated club/organisation who is involved with your event.	<input type="checkbox"/>

5. Declaration

I declare that all information supplied in this application is true and accurate. I acknowledge that, if I am awarded a reduced fee or fee waiver, it is only applicable for the booking / event referred to in this application. I acknowledge the City of Greater Bendigo may vary the level of support provided through this application at its sole discretion.

I understand that the information provided with this application (including the application form) and any subsequent information submitted as part of this application, will be collected and used in accordance with the Privacy and Data Protection Act 2017 (Vic)

Name	Position
Signature	Date

Return application to:

By Email: bookings@bendigo.vic.gov.au

By Post: Active & Healthy Lifestyles, PO BOX 733, BENDIGO VIC 3552

In Person: 15 Hopetoun Street, Bendigo, Vic

OFFICE USE ONLY

OUTCOME	PRINT NAME	SIGNATURE	DATE
APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>			
APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>			
APPROVED <input type="checkbox"/> NOT APPROVED <input type="checkbox"/>			

Comments (if applicable):