



NEIGHBOURHOOD ACTIVITY APPLICATION FORM: Free Hall Hire Program

APPLICANT DETAILS

Primary Contact Person: _____

Phone: _____ Email: _____

Address: _____

Are you a local resident? ☐ Yes ☐ No

ACTIVITY DETAILS

Activity Name: _____

Brief Description: (What will happen at your activity?)

Target Participants: (Who is this for?)

Expected Number of Attendees: _____

VENUE & TIMING

Preferred Hall/Venue: _____

Frequency: ☐ Weekly ☐ Fortnightly ☐ Monthly ☐ Quarterly ☐ Annually ☐ One-off event

Preferred Day/Time: _____

Proposed Start Date: _____ Duration: _____

ELIGIBILITY CRITERIA

1. Community Building Focus

How will your activity help local residents connect and build relationships?

2. Accessibility

- ☐ Free to attend
- ☐ Donations up to \$5 for costs

How will you ensure your activity is welcoming to all community members?

3. Community Benefit

How will your activity:

Create opportunities for neighbours to meet?

Provide space for locals to discuss community ideas/issues?

Build lasting relationships in your area?

Provide feedback to Council about your activity, including attendance, topics discussed, and any community issues or ideas that emerge?

PARTNERSHIP OPPORTUNITY

Are you interested in signing Council's Community Charter for ongoing partnership and support?

- ☐ Already done :)
- ☐ Yes, I'm interested in learning more
- ☐ No, just this activity for now
- ☐ I'd like to discuss this further

ADDITIONAL INFORMATION

Do you have public liability insurance? ☐ Yes ☐ No ☐ Requesting Council coverage

Previous experience running community activities?

Any special requirements or equipment needed?

How did you hear about this program?

DECLARATION

I confirm that:

- The information provided is accurate
- This activity meets the neighbourhood activity criteria
- I will provide feedback to Council as requested
- I understand this is subject to hall availability and approval

Applicant Signature: _____ **Date:** _____

FOR OFFICE USE ONLY

Application received: _____ Processed by: _____

Outcome: ☐ Approved ☐ Declined ☐ More information required

Notes: _____

Enquiries to: Angela or Heather in Council's Social Resilience Team.

Submit to: Social Resilience Team | Phone: (03) 6264 0300 | Email:
hvc@huonvalley.tas.gov.au