

2026/27 Community Events Application

Form Preview

BEFORE YOU START

Before you begin your application, please read the [Community Funding Guidelines](#) and information below carefully.

This section will help you check whether your organisation and event are eligible, and whether you have the required documents ready. Applications that do not meet eligibility requirements, or are missing information, cannot be supported.

COMMUNITY EVENTS PROGRAM

The Community Events Program supports community led events across the Greater Geraldton local government area, fostering connection and participation.

The program supports inclusive events that create welcoming experiences, celebrate local identity, build community pride and encourage visitation to the region.

Applicants may also request in-kind support as part of their application (for example, waived venue hire fees). Further information is available in the Community In-Kind Assistance Program section of the Community Funding Guidelines.

Professional grant-writing experience is not expected. Short responses or bullet point answers are acceptable, provided each question is clearly addressed.

Applicants are encouraged to keep responses under 100 words per question, however longer responses will be accepted.

ASSESSMENT CRITERIA

When making funding recommendations, the assessment panel primarily consider the following:

- Clear community benefit
- Clear economic benefit
- Evidence of community support
- Capacity to deliver the project
- Alignment to City priorities
- Realistic and affordable budget

WHO CAN APPLY (APPLICANT ELIGIBILITY)

You **cannot apply** if you are:

- A political party
- A Federal, State or Local Government agency or body

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- An educational institution (including P&C Associations)
- A for-profit organisation
- A private or public company (unless registered as a charity)
- An individual
- A City of Greater Geraldton employee or elected Council member

To be **eligible**, your organisation must:

- Be a not-for-profit organisation
- Be an incorporated association
- Hold a valid ABN

EVENT ELIGIBILITY

Your event must meet **all** of the following requirements:

- Benefits the City of Greater Geraldton community
- Be free, or include a free community component
- Is delivered within the City of Greater Geraldton local government area
- Aligns with the City's Strategic Community Plan
- Aligns with the City's Access and Inclusion Plan
- Aligns with the City's Youth Strategy
- Aligns with the City's Innovative Reconciliation Action Plan
- Has **not** received funding from another City program in the same financial year
- Has met all conditions of any previous City funding
- Has **not started**, and will not start, until funding outcomes are announced
- Is the only application your organisation submits in this funding round

Important: Events that have already started, or where costs have already been incurred, are **not eligible**. The City does not provide retrospective funding.

WHAT CITY FUNDING CANNOT BE USED FOR

City funding **cannot** be used to cover the following costs:

- Day-to-day operational costs (including staff wages, insurance, rent, or utilities)
- Catering (including water or meals)
- Cash prizes
- Uniforms
- Bonds

If City funding is requested for any of the items above, the funding amount may be reduced to exclude those costs.

Applicants are encouraged to ensure City funding is only requested for **eligible expenses**.

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FUNDING AMOUNTS

The amount of funding available will vary depending on the size, duration and community reach of the event.

As a guide:

- **Small events** will be eligible for up to \$5,000, or 50% of the total project cost (whichever is the lesser)
- **Large events** will be eligible for up to \$10,000, or 50% of the total project cost (whichever is the lesser)

The **total project cost** includes any in-kind support.

For example:

- Cash costs: \$5,000
- In-kind support: \$5,000

Total project cost = \$10,000

Maximum City funding you may request = \$5,000 (if expenses are eligible).

Requests for in-kind support can be included in your Community Events application. Further details are available in the Community In-Kind Assistance Program section of the Community Funding Guidelines.

Upon acquittal of the funding / project, if the City's contribution exceeds 50% of the total project cost, the surplus funds will be required to be returned to the City.

Amounts awarded to the successful applicants are final.

PLANNING AN EVENT

A significant amount of planning is required to deliver a successful event, and as an organiser it is important to be aware of your obligations. The City aims to support externally delivered community events where possible.

For further information and guidance, please refer to the City's website under [Planning an Event](#).

DOCUMENTS YOU WILL NEED

Before starting your application, you should have the following ready:

- An Event Outline, including a clear description and timelines.
- A description of the expected benefits or outcomes
- A detailed budget, including income and expenses
- Letters of Support (*Letters of Support from City employees or elected Council members are not permitted*)
- Quotes, where applicable
- Financial Statements for the most recent completed year (Calendar year of financial year is accepted). Income and Expenditure Statement **and** Profit and Loss Statement are recommended.
- Current insurance certificates

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- Two separate contact email addresses (one email address cannot be used for the two listed contacts)

NEED HELP?

If you are unsure about:

- Your eligibility
- Which funding program is best for your project, or
- What documents are required

please contact the City's Grants Team before applying at grants@cgg.wa.gov.au.

READY TO APPLY

If you have read the information above and confirmed that you meet all eligibility requirements, you can proceed with your application through the City's online grants portal.

I confirm that I meet all eligibility requirements

- ☐ Yes, I meet the eligibility requirements
- ☐ No, I don't meet the eligibility requirements

Applications that do not meet the eligibility requirements cannot be assessed.

Applicant Details

* indicates a required field

ORGANISATION INFORMATION

Organisation Name *

Organisation Name

Organisation Primary Address *

Address

Any, but at least one field is required.

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

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Information from the Australian Business Register

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type [More information](#)

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.

CONTACT INFORMATION

Provide two (2) points of contact for this event.

Each contact must have a separate phone number and email.

Primary Contact

*

Title

First Name

Last Name

Primary Contact Position *

Primary Contact Primary Phone Number *

Must be an Australian phone number.

Primary Contact Primary Email *

Must be an email address.

Secondary Contact

*

Title

First Name

Last Name

Secondary Contact Position *

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Secondary Contact Primary Phone Number *

Must be an Australian phone number.

Secondary Contact Primary Email *

Must be an email address.

Event Overview

* indicates a required field

Event Title *

Brief Event Description - what are you planning to do? *

Word count:

Must be no more than 100 words.

Detailed Event Description - tell us what the event is, where it will take place and who it is for

Number of Attendees - how many people do you expect to attend the event? *

Must be a number.

Outline how you will track and verify attendance at your event. Please note that evidence of attendance may be required as part of the acquittal process. *

Ticketing systems, registration data, manual counts etc.

Start Date *

Must be a date.

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End Date *

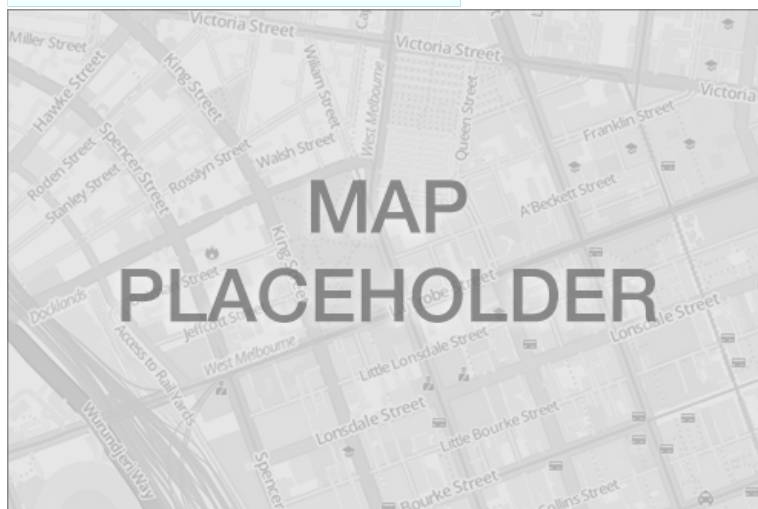
Must be a date.

What locality will your project be delivered in? *

- ☐ Geraldton
- ☐ Greenough
- ☐ Mullewa
- ☐ Walkaway
- ☐ Other:

Event Location - where will the event take place? *

Address



Address Line 1, Suburb/Town, State/Province, and Postcode are required.

Has an Event Application been submitted to the City? *

- ☐ Yes
- ☐ No
- ☐ Not Required (Private Venue)

[Event Application](#)

OUTCOMES

Please tell us about the outcomes you expect to result from your event.

Outcomes are the **changes you expect to occur** for the beneficiaries (direct, indirect and/or intermediaries) of your event. Generally, outcomes can be framed as an increase or decrease in one or more of the following:

- Skills, knowledge, confidence, aspiration, motivation (these are generally immediate or short-term outcomes)
- Actions, behaviour, change in policy (these are generally intermediate or medium-term outcomes)

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- Social, financial, environmental, physical conditions (these are generally long-term outcomes)

Immediate outcomes occur directly following an activity (e.g. within 1 month); medium-term outcomes are those that fall between the short and long-term outcomes (e.g. between 1 month and 2 years); and long-term outcomes are those we expect to see years later (e.g. 2, 5, 10 or 50 years after the activity).

What changes to you expect to see as a result of this project? Who will benefit and how? When do you expect these changes to occur?

E.g. Enhanced physical fitness Please be brief. One per row.		

ACKNOWLEDGEMENT OF FUNDING

Provide details for all promotional opportunities that will be used to acknowledge the City's contribution, if successful (i.e. website, social media, media releases, advertising including the City logo, use of City signs / banners, Mayoral involvement etc.)

Promotional Opportunity	Promotional Opportunity Details
Title of promotional opportunity (i.e. website)	How you are going to acknowledge the City's contribution (i.e. City logo will be listed as a sponsor on our website)

Selection Criteria

* indicates a required field

COMMUNITY BENEFITS

Why is the event needed? What issue, opportunity, or community need does it respond to?

Word count:

What difference will this event make and to who? What are the main benefit/s and who is the core target group?

Word count:

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Is this a free or ticketed event? *

☐ Free

☐ Ticketed

What is the cost of a ticket to attend? *

Must be a dollar amount.

Outline the free community component(s) to be delivered as part of the event, including how the community will be able to participate or benefit

Word count:

ECONOMIC BENEFITS

Is the event expected to attract visitors from outside the local community?

☐ Yes

☐ No

If applicable, outline the estimated number of visitors and their origin (local region, state, national or international)

What, if any, indirect economic impact will this event have on the Greater Geraldton area - accommodation, eateries, shopping, tourist attractions etc.

Word count:

How do you intend to 'Buy Local' and support the local economy?

Word count:

LEVEL OF SUPPORT

How will you contribute towards the event - cash, fundraising, in-kind, ticket sales etc.

Word count:

What support from local organisations, businesses and other funding bodies does this event have?

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Word count:

Have you applied for any other grants for this event? Please include details of any unsuccessful, pending, or successful applications.

Word count:

CAPACITY TO DELIVER

How is your organisation able to deliver this event? E.g. previous experience, volunteers involved, partnerships

Word count:

What type of event are you delivering? *

- | | |
|---|--|
| ☐ Community Event - One-off | ☐ Sporting Event - One-off |
| ☐ Community Event - Recurrent | ☐ Sporting Event - Recurrent |

How do you plan to continue delivering this event in the future? Please include details about reliance on grant funding and sponsorship, and any contingencies in place if ongoing external support is not obtained

Word count:

ALIGNMENT TO CITY PLANS

Which Strategic Pillar does the event align to?

- ☐ Connected: An engaged and diverse community
- ☐ Livable: A protected and enhanced natural environment
- ☐ Thriving: An economically diverse City
- ☐ Leading: A progressive, innovative, growing City

Refer to the City's [Strategic Community Plan](#) for further information

Briefly explain the alignment to the City's Strategic Pillar

Word count:

What Youth Strategy does the event align to?

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- ☐ Empowerment & Participation
- ☐ Spaces & Places
- ☐ Connection & Community
- ☐ Advocacy & Partnerships

Refer to the City's [Youth Strategy](#) for further information

Briefly explain the alignment to the City's Youth Strategy

Word count:

What focus area of the Reconciliation Action Plan does the event align to?

- ☐ Relationships - Building relationships that enable growth through connection, collaboration, and partnerships
- ☐ Respect - Respecting connections to land and sea, and celebrating the cultures, histories, learning, achievements, and ongoing success of the Traditional Owners of the region
- ☐ Opportunities - Sharing knowledge and supporting community participation through employment, education, arts and tourism

Refer to the City's [Innovate Reconciliation Action Plan](#) for further information

Briefly explain the alignment to the City's Reconciliation Action Plan

Word count:

Budget

* indicates a required field

INCOME

Ensure that all income related to the event is indicated below, including details of other funding that you have, or will apply for.

For example: organisation's contribution, CGG grant, sponsorship, other grant funding, fundraising, ticket sales, food / drink sales etc.

Do not add commas to figures (e.g. type 1000 not 1,000) this will ensure the figures total correctly.

Note: As per the Community Funding Guidelines, the City's contribution will not exceed 50% of the total project cost

Income Description	Budget Amount (\$)
	Must be a dollar amount.

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EXPENDITURE

Ensure that all cash expenditure related to the event is indicated below, not just what is to be funded by the City.

For example: materials, equipment hire, contractor fees, entertainment etc.

Ensure you indicate under *CGG Funded* what items you are request the City to cover. **Refer to the [Community Funding Guidelines](#) for eligible and ineligible items.**

Do not add commas to figures (e.g. type 1000 not 1,000) this will ensure the figures total correctly.

Expenditure Descrip tion	Budget Amount (\$)	CGG Funded	Quotes
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	Must be a dollar amount.		

IN-KIND PROVISIONS

In-kind means donated goods, services, volunteer time or fee waivers that you don't pay for.

This should also include any related project management and administration costs of your organisation directly related to the proposal.

Description	Service Provider	Budget Value (\$)
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		Must be a dollar amount.

Do you require City-provided venues, facilities or services? *

☐ Yes

☐ No

In kind support available from the City includes the waiver of fees for venue hire, provision of bins etc.

In kind support does not include assistance from City staff for the delivery of your proposal.

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BUDGET TOTALS

Total Income Amount

This number/amount is calculated.

Total Expenditure Amount

This number/amount is calculated.

Total In-Kind Amount

This number/amount is calculated.

Total Project Cost

This number/amount is calculated.
Expenditure + In-Kind

Surplus / (Deficit)

This number/amount is calculated.

If your event is expected to return a surplus, please advise how this surplus it so be utilised?

FUNDING REQUEST

As per the Community Funding Guidelines, funding through the Community Events Program is available for requests of up to \$10,000, dependent on the size, duration and community reach of the event.

As a guide:

- **Small events** - the City will contribute up to 50% of the Total Project Cost or \$5,000, whichever is the lesser
- **Large events** - the City will contribute up to 50% of the Total Project Cost or \$10,000, whichever is the lesser

Total Amount Requested *

Must be a dollar amount.

What is the total financial support you are requesting in this application?

If you do not receive funding, what will happen? *

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- ☐ Event will not proceed
- ☐ Event will proceed at a reduced scale
- ☐ Event will be delayed
- ☐ No impact to the delivery of the event

Optional comment

Word count:

In-Kind Support

*** indicates a required field**

In-kind support is available from the City for the waiver of fees including venue hire, provision of bins etc.

In-kind support does not include assistance from City staff for the delivery of your event or payment of bonds.

Please select from the following the City facilities / services that you require support in: *

- ☐ Geraldton Multipurpose Centre
- ☐ Geraldton Regional Art Gallery
- ☐ Geraldton Regional Library
- ☐ Geraldton Youth Centre
- ☐ Mullewa Recreation Centre
- ☐ Mullewa Town Hall
- ☐ (Other) Mullewa Facilities
- ☐ Queen Elizabeth II Centre
- ☐ Queens Park Theatre
- ☐ Walkaway Recreation Centre
- ☐ Other Event Fees (Parks, Grounds & Bins)

GERALDTON MULTIPURPOSE CENTRE FEES

Please indicate what services you require for the Geraldton Multipurpose Centre.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6600 to make a booking for the Geraldton Multipurpose Centre.

- ☐ Meeting Room - Commercial - Full Day (\$300)
- ☐ Meeting Room - Commercial - Half Day up to 5 hours (\$150)
- ☐ Meeting Room - Ticketed Event - Full Day (\$225)
- ☐ Meeting Room - Ticketed Event - Half Day up to 5 hours (\$112.50)
- ☐ Meeting Room - Non-Ticketed Event - Full Day (\$150)
- ☐ Meeting Room - Non-Ticketed Event - Half Day up to 5 hours (\$75)
- ☐ Function Room - Commercial - Full Day (\$1,000)

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- ☐ Function Room - Commercial - Half Day up to 5 hours (\$500)
- ☐ Function Room - Ticketed Event - Full Day (\$750)
- ☐ Function Room - Ticketed Event - Half Day up to 5 hours (\$375)
- ☐ Function Room - Non-Ticketed Event - Full Day (\$500)
- ☐ Function Room - Non-Ticketed Event - Half Day up to 5 hours (\$250)
- ☐ Seminar Room - Commercial - Full Day (\$220)
- ☐ Seminar Room - Commercial - Half Day up to 5 hours (\$110)
- ☐ Seminar Room - Ticketed Event - Full Day (\$165)
- ☐ Seminar Room - Ticketed Event - Half Day up to 5 hours (\$82.50)
- ☐ Seminar Room - Non-Ticketed Event - Full Day (\$110)
- ☐ Seminar Room - Non-Ticketed Event - Half Day up to 5 hours (\$55)
- ☐ Function Room Kitchen Only - Commercial - Full Day (\$220)
- ☐ Function Room Kitchen Only - Commercial - Half Day up to 5 hours (\$110)
- ☐ Function Room Kitchen Only - Ticketed Event - Full Day (\$165)
- ☐ Function Room Kitchen Only - Ticketed Event - Half Day up to 5 hours (\$82.50)
- ☐ Function Room Kitchen Only - Non-Ticketed Event - Full Day (\$110)
- ☐ Function Room Kitchen Only - Non-Ticketed Event - Half Day up to 5 hours (\$55)
- ☐ Set up and Clean Up - Set up and Pack Down (Hirer only, maximum 2 hour) - per booking (\$230)

How many days / half days do you require the use of the Geraldton Multipurpose Centre?

Must be a number.

GERALDTON REGIONAL ART GALLERY FEES

Please indicate what services you require for the Geraldton Regional Art Gallery.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6600 to make a booking for the Geraldton Regional Art Gallery.

How many days / half days do you require the use of the Geraldton Regional Art Gallery?

Must be a number.

GERALDTON REGIONAL LIBRARY FEES

Please indicate what services you require for the Geraldton Regional Library.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6659 to make a booking for the Geraldton Regional Library.

- ☐ Randolph Stow Room 1 OR 2 - Commercial - Hourly (\$56 / hour)
- ☐ Randolph Stow Room 1 OR 2 - Community - Hourly (\$37 / hour)
- ☐ Randolph Stow Room 1 AND 2 - Commercial - Hourly (\$100 / hour)
- ☐ Randolph Stow Room 1 AND 2 - Community - Hourly (\$73 / hour)

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How many days / half days / hours do you request the use of the Geraldton Regional Library?

Must be a number.

GERALDTON YOUTH CENTRE FEES

Please indicate what services you require for the Geraldton Youth Centre.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6600 or email youth@cgg.wa.gov.au to make a booking for the Geraldton Youth Centre.

- ☐ Sports Hall - Commercial - Full Day (\$224 / day)
- ☐ Sports Hall - Commercial - Hourly (\$56 / hour)
- ☐ Sports Hall - Community - Full Day (\$112 / day)
- ☐ Sports Hall - Community - Hourly (\$27.50 / hour)
- ☐ Multi-user Hall - Commercial - Full Day (\$224 / day)
- ☐ Multi-user Hall - Commercial - Hourly (\$56 / hour)
- ☐ Multi-user Hall - Community - Full Day (\$112 / day)
- ☐ Multi-user Hall - Community - Hourly (\$28 / hour)
- ☐ Meeting Room - Commercial - Full Day (\$120 / day)
- ☐ Meeting Room - Commercial - Hourly (\$30 / hour)
- ☐ Meeting Room - Community - Full Day (\$60 / day)
- ☐ Meeting Room - Community - Hourly (\$15 / hour)

How many days / hours do you require the use of the Geraldton Youth Centre?

Must be a number.

MULLEWA RECREATION CENTRE FEES

Please indicate what services you require for the Mullewa Recreation Centre.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6643 to make a booking for the Mullewa Recreation Centre.

- ☐ Indoor Basketball Stadium - Sporting Use (\$45 for the first three hours then \$15 per additional hour thereafter)
- ☐ Indoor Basketball Stadium - Sporting Use (\$289 per day for companies / organisations)
- ☐ Indoor Basketball Stadium - Non-Sporting Use (\$767 Stadium Hire + \$430 carpet laying, removal and clean)
- ☐ Dining Room - Commercial - Shows, Dances, Weddings, Birthdays, Funerals, Wakes etc. (\$276 / day)
- ☐ Dining Room - Commercial - Local Companies & Organisations (\$99 / day)
- ☐ Dining Room - Commercial - Rehearsals & Decorating (\$58 / day)
- ☐ Dining Room - Commercial - Meetings (\$17 / hour)
- ☐ Dining Room - Community - Shows, Dances, Weddings, Birthdays, Funerals, Wakes etc. (\$110 / day)
- ☐ Dining Room - Community - Local Companies & Organisations (\$75 / day)
- ☐ Dining Room - Community - Rehearsals & Decorating (\$36 / day)

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☐ Dining Room - Community - Meetings (\$12 / hour)

How many days / hours do you require the use of the Mullewa Recreation Centre?

Must be a number.

MULLEWA TOWN HALL FEES

Please indicate what services you require for the Mullewa Town Hall.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6643 to make a booking for the Mullewa Town Hall.

- ☐ Main Hall Hire - Shows, Dances, Weddings, Birthdays, Funerals, Wakes etc. (\$279 / day)
- ☐ Main Hall Hire - Local Companies & Organisations (\$103 / day)
- ☐ Main Hall Hire - Rehearsals and Decorating (\$54 / day)
- ☐ Main Hall Hire - Meetings & Expos (\$121 / day)
- ☐ Lesser Hall Hire - Commercial Events (\$116 / day)
- ☐ Lesser Hall Hire - Shows, Dances, Weddings, Birthdays, Funerals, Wakes etc. (\$108 / day)
- ☐ Lesser Hall Hire - Local Companies and Organisations (\$74 / day)
- ☐ Lesser Hall Hire - Rehearsals and Decorating (\$43 / day)
- ☐ Lesser Hall Hire - Meetings Full Day (\$74 / day)
- ☐ Lesser Hall Hire - Meetings Hourly (\$12 / hour)

How many days / hours do require the use of the Mullewa Town Hall?

Must be a number.

(OTHER) MULLEWA FACILITIES FEES

Please indicate what services you require for other Mullewa facilities.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6643 to make a booking for the Mullewa Facilities.

- ☐ Mullewa Community Bus Hire - Outside Mullewa Town Site (\$2.21 / km)
- ☐ Mullewa Community Bus Hire - Within Mullewa Town Site (\$66 / hr)
- ☐ Mullewa Oval - Travelling Shows (\$490 / event)
- ☐ The Shed - Community Workshop - Full Day (\$57 / day)
- ☐ The Shed - Community Workshop - Hourly (\$17 / hour)
- ☐ The Shed - Commercial Workshop - Full Day (\$83 / day)

How many days / hours do require the use of the Mullewa Facilities?

Must be a number.

How many kms do you anticipate to do within the town site?

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Must be a number.

QUEEN ELIZABETH II CENTRE FEES

Please indicate what services you require for the Queen Elizabeth II Centre.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6636 to make a booking for the Queen Elizabeth II Centre.

- ☐ Upper Hall - Commercial - Full Day (\$1,600)
- ☐ Upper Hall - Commercial - Hourly (\$200 / hour)
- ☐ Upper Hall - Community - Ticketed Event - Full Day (\$1,200)
- ☐ Upper Hall - Community - Ticketed Event - Hourly (\$150 / hour)
- ☐ Upper Hall - Community - Non-Ticketed Event - Full Day (\$800)
- ☐ Upper Hall - Community - Non-Ticketed Event - Hourly (\$100 / hour)
- ☐ Upper Hall - Seniors - (\$168)
- ☐ Lower Hall - Commercial - Full Day (\$1,000)
- ☐ Lower Hall - Commercial - Hourly (\$125 / hour)
- ☐ Lower Hall - Community - Ticketed Event - Full Day (\$750)
- ☐ Lower Hall - Community - Ticketed Event - Hourly (\$93.75 / hour)
- ☐ Lower Hall - Community - Non-Ticketed Event - Full Day (\$500)
- ☐ Lower Hall - Community - Non-Ticketed Event - Hourly (\$62.50 / hour)
- ☐ Lower Hall - Seniors (\$100)
- ☐ Meeting Room / Patio - Commercial - Full Day (\$240)
- ☐ Meeting Room / Patio - Commercial - Hourly (\$30 / hour)
- ☐ Meeting Room / Patio - Community - Ticketed Event - Full Day (\$180)
- ☐ Meeting Room / Patio - Community - Non-Ticketed - Full Day (\$120)
- ☐ Meeting Room / Patio - Community - Ticketed - Hourly (\$23/ hour)
- ☐ Meeting Room / Patio - Community - Non-Ticketed - Hourly (\$15/ hour)
- ☐ Meeting Room / Patio - Seniors (\$32)
- ☐ Activity Room - Commercial - Full Day (\$200)
- ☐ Activity Room - Commercial - Hourly (\$25 / hour)
- ☐ Activity Room - Community - Ticketed Event - Full Day (\$150)
- ☐ Activity Room - Community - Non-Ticketed - Full Day (\$100)
- ☐ Activity Room - Community - Ticketed Event - Hourly (\$19 / hour)
- ☐ Activity Room - Community - Non-Ticketed - Hourly (\$12.50 / hour)
- ☐ Activity Room - Seniors (\$32)
- ☐ Main Kitchen - Commercial - Full Day (\$260)
- ☐ Main Kitchen - Commercial - Hourly (\$33 / hour)
- ☐ Main Kitchen - Community - Ticketed Event - Full Day (\$195)
- ☐ Main Kitchen - Community - Non-Ticketed - Full Day (\$130)
- ☐ Main Kitchen - Community - Ticketed Event - Hourly (\$24 / hour)
- ☐ Main Kitchen - Community - Non-Ticketed - Hourly (\$16 / hour)

How many days / hours do require the use of the Queen Elizabeth II Centre?

Must be a number.

QUEENS PARK THEATRE FEES

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Please indicate what services you require for the Queens Park Theatre.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6662 to make a booking for the Queens Park Theatre.

- ☐ Concert Performance - Venue Hire First Performance - including Dressing Room, Foyer, Green Room - Audio Lighting and Staging in Standard Configuration (\$1,600)
- ☐ Concert Performance - Venue Hire - Performing Arts Organisations with main business location in the City of Greater Geraldton (\$1,200)
- ☐ Concert Performance - Community Groups Venue Hire (\$800)
- ☐ Seminars & Conferences - Full Day Auditorium Access - including stage extended with lectern, screen down and projector (\$1,300)
- ☐ Seminars & Conferences - Part Day Auditorium Access up to 5 hours - including stage extended with lecterns, screen down and projector (\$650)
- ☐ Single Space Hire - Foyer / Mezzanine / Amphitheatre / Dressing Room / Stage - Full Day (\$455)
- ☐ Single Space Hire - Foyer / Mezzanine / Amphitheatre / Dressing Room / Stage - Hourly Rental (\$65 / hour)
- ☐ Cinema & Film Screenings - Main Auditorium or Amphitheatre Commercial (\$600)
- ☐ Cinema & Film Screenings - Main Auditorium or Amphitheatre Community (\$300)

How many days / hours do require the use of the Queens Park Theatre?

Must be a number.

WALKAWAY RECREATION CENTRE FEES

Please indicate what services you require for the Walkaway Recreation Centre.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6600 to make a booking for the Walkaway Recreation Centre.

- ☐ Indoor Basketball Stadium - Sporting Use - Local sporting groups, individuals, schools etc. (\$37.50 for first 3 hours)
- ☐ Indoor Basketball Stadium - Sporting Use - Companies, Organisations (\$300 / day)
- ☐ Indoor Basketball Stadium - Non-Sporting Use - Commercial (\$1,000 / day)
- ☐ Indoor Basketball Stadium - Non-Sporting Use - Community - Ticketed (\$750 / day)
- ☐ Indoor Basketball Stadium - Non-Sporting Use - Community - Non-Ticketed (\$500 / day)
- ☐ Meeting Room - Commercial - Full Day (\$140 / day)
- ☐ Meeting Room - Commercial - Hourly (\$35 / hour)
- ☐ Meeting Room - Community - Full Day (\$70 / day)
- ☐ Meeting Room - Community - Hourly (\$17.50 / hour)
- ☐ Kitchen - Commercial - Full Day (\$200 / day)
- ☐ Kitchen - Community - Full Day (\$100 / day)

How many days / hours do require the use of the Walkaway Recreation Centre?

Must be a number.

OTHER EVENT FEES (PARKS, GROUNDS & BINS)

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Please indicate what services you require from the City of Greater Geraldton.

Please note that completing the below does not act as a booking of the venue. You are required to contact the City on 9956 6600 to book these services.

- ☐ Bin Hire (within 50km from Geraldton City Centre) - Delivery, Collection & Cleaning of 240L Bin (\$416 for up to 20 bins)
- ☐ Grounds/Park - Commercial - Full Day (\$200 / day)
- ☐ Grounds/Park - Commercial - Hourly (\$50 / hour)
- ☐ Grounds/Park - Community - Ticketed - Full Day (\$150 / day)
- ☐ Grounds/Park - Community - Ticketed - Hourly (\$37.50 / hour)
- ☐ Grounds/Park - Community - Non-Ticketed - Full Day (\$100 / day)
- ☐ Grounds/Park - Community - Non-Ticketed - Hourly (\$25 / hour)
- ☐ Sports Lighting Usage - 50 Lux - \$20/hour
- ☐ Sports Lighting Usage - 100 Lux - \$30/hour
- ☐ Sports Lighting Usage - 200 Lux - \$40/hour
- ☐ Sports Lighting Usage - 250 Lux - \$50/hour
- ☐ Sports Lighting Usage - 500 Lux - \$125/hour

Please advise the name of ground / park you will be using for your event

How long do you require the use of the grounds / park? Please advise the number of hours or days required.

Must be a number.

How many bins do you require, if applicable?

Must be a number.

ADDITIONAL IN-KIND SUPPORT

If you require in-kind support not listed above, please provide details below

IMPACT OF UNSUCCESSFUL IN-KIND REQUEST

If you do not receive in-kind support, what will happen?

- ☐ Event will not proceed
- ☐ Event will proceed at a reduced scale
- ☐ Event will be delayed
- ☐ No impact to the delivery of the event

Comments on impact to the project if in-kind support is not provided

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Form Preview

Word count:
Must be no more than 50 words.

Supporting Documentation

* indicates a required field

REQUIRED DOCUMENTS

The following documents are required to be eligible for funding:

1. Financial Statements for the most recent completed year (Calendar year of financial year is accepted). Income and Expenditure Statement and Profit **and** Loss Statement are recommended; and
2. Current Public Liability Insurance, Personal Accident Insurance, and if applicable, Workers Compensation Insurance.

Financial Statement/s *

Attach a file:

Upload your most recent Annual Report and / or Profit & Loss Statement

Insurance Certificates *

Attach a file:

Upload your current Public Liability, Personal Accident, and if applicable, Workers Compensation Insurance certificates

SUPPORTING DOCUMENTS

Please provide any additional documents that will assist the Committee in reviewing your application, and that highlights the community need for your proposal.

Recommended Attachments:

- Event Outline
- Quotes
- Letters of Support *

** Note that any Letters of Support from any City of Greater Geraldton Officer or Councilor provided as part of your application will automatically be disregarded.*

Optional Attachments:

- Event Programs
- Board Meeting Minutes
- Photos
- Evaluations / feedback from previous projects

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Supporting Documents

Attach a file:

Declaration and Privacy Statement

* indicates a required field

I certify that all details supplied in this application and in any supporting documents are true and correct to the best of my knowledge, and that this application has been submitted with the full knowledge and agreement of the management of my organisation / group.

I have read the accompanying guidelines for applicants provided with this application form.

I agree that I will contact the City of Greater Geraldton immediately if any information provided in this application changes or is incorrect.

The City of Greater Geraldton respects all personal and confidential information received and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of the services in accordance with the City's powers, functions and purposes. It may also be used by the City and their representatives to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact the City's Grants Team on 9956 6940 or by email at grants@cgg.wa.gov.au.

I understand that the information above will be used in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

I am authorised to submit this application on behalf of the organisation and have read and understood the Declaration and Privacy Statement. By checking this box and typing my name below, I am electronically signing this application. *

☐ Yes

Authorised Person's Name *

Position *

Date of Declaration *

Must be a date.

Feedback

* indicates a required field

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Form Preview

Before you review your application and click on the SUBMIT button, please take a few moments to provide some feedback.

Please indicate how you found the application process *

- ☐ Very Easy
- ☐ Easy
- ☐ Neutral
- ☐ Difficult
- ☐ Very Difficult

Comments