

2025

COMMUNITY EVENTS FUNDING GUIDELINES

DUNEDIN CENTRE

dunedin
venues

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1.0 INTRODUCTION

The Dunedin City Council (DCC) provides Dunedin Venues Management Limited (DVML) with funds to support community users to access and use the facilities, equipment, and resources at the Dunedin Centre. These funds are allocated through the Community Access Grant. The purpose of this document is to:

- Clearly outline how the Community Access Grant is allocated, including how the information provided by community users will support good decisions about allocation of the grant.
- Clearly outline the criteria by which DVML and the DCC make their decisions regarding the allocation of the Community Access Grant funding and access to the Dunedin Centre.

Community Access Grant

The Community Access Grant supports DVML to provide financial support to people, community groups and organisations that are either: not-for-profit, charitable organisation registered or an incorporated society. The event must align to the Economic, Social Wellbeing, Ara Toi (Arts & Culture), and Parks and Recreation Strategies of the Dunedin City Council. This benefits community users and Dunedin City in general by encouraging:

- Vibrant communities
- Arts and cultural activities
- Affordable access to facilities
- Amateur events
- Community interaction
- Social activities
- Active lifestyles
- Civic pride
- Amateur sports

2.0 FUNDING POLICY FRAMEWORK

2.1 Principles

DVML recognises the need to:

- a) Facilitate affordable community access to the Dunedin Centre.
- b) Retain the Dunedin Centre as a community arts and cultural space.
- c) Ensure a clear, transparent record of the funding is available.
- d) Provide community users with equal opportunities.

2.2 Goals

The goals of the Funding Guidelines are to:

- a) Maximise the quality of the community events delivered at the Dunedin Centre.
- b) Ensure community users understand how the funding is allocated, distributed, and reconciled.
- c) Ensure that a wide range of community users are able to access community events funding and the use of the Dunedin Centre.

2.3 Objectives

The objectives of the Funding Guidelines are to:

- a) Increase satisfaction levels for community organisations who use the Dunedin Centre.
- b) Determine which community groups and activities are eligible for the Community Event Grant.
- c) Provide effective monitoring and reporting in respect of applications and funding allocations for the Community Event Grant.

3.0 FUNDING CRITERIA

3.1 Specific Criteria

- a) Organisations must demonstrate there is community need and support for their event.
- b) Organisations are required to have a competent Event Manager with proven experience that demonstrates the ability to plan and deliver projects in an efficient and safe manner.
- c) Eligible organisations should: have charitable status, be not-for-profit, or an incorporated society.
- d) The event must align to the Economic, Social Wellbeing, Ara Toi (Arts & Culture), and Parks and Recreation Strategies of the Dunedin City Council.
- e) Events may:
 - a. Be Free to attend and/or participate (no registration fee).
 - b. Receive donations and sponsorship (to cover the non-venue costs of hosting an event)
 - c. Ticketed with a registration fee charged to participate or attend (to cover the non-venue costs of hosting an event)
- f) If the event is free to attend or attendance is by donation (of \$5 or under), full venue rental and event on-charges allowance will be covered by the funding (as specified in Section 8.0 Event On-Charge Allowance Rates).
- g) If there is a fee charged (or a purchase of a ticket required) to participate and or attend the event, 50% of the commercial costs of the venue rental is covered by the funding. The remaining 50% will be charged directly to the hirer. The hirer will also be eligible for 50% of the event on-charges allowance (as specified Section 8.0 Event On-Charge Allowance Rates).
- h) If requested, the applicant must submit a full financial reconciliation showing the event or organiser has not benefitted financially, or quantifying the charitable benefit received.
- i) The applicant must comply with DVML's Health and Safety Policy.
- j) The applicants must complete their application within the allocated funding periods.
- k) Outside of funding rounds, please contact DVML on info@dunedinvenues.co.nz to discuss funding possibilities. Decisions on funding events outside funding rounds are at the sole discretion of DVML.

3.2 Events/Projects which do not qualify

- × Events that are run by, or for the benefit of, commercial or profit-oriented organisations.
- × Events/projects that have already taken place (there is no retrospective funding).
- × Events that have a political or religious purpose.
- × Events/projects whereby an organisation, group of people or person financially benefits from the Community Access Grant (registered charitable organisations are exempt).

3.3 Accountability

If requested, the following information must be supplied to DVML within three months of the completion of the event; further applications for funding will not be considered until this information is received.

- a) Event attendance: the number of people who attended or participated in the event.
- b) A full event reconciliation for events generating a direct financial benefit, i.e. the event produces a cash surplus from sponsorship or paid entry.
- c) High resolution imagery or video footage of the event, which may then be used by DVML for promotional purposes if available.

4.0 OPERATIONAL RESPONSIBILITY

- a) All community requests for funding will be directed to DVML. DVML is responsible for processing applications and collaborating with the DCC to determine the outcome of each application prior to notifying applicants.
- b) The DCC will review the list of potential successful applications and confirm that all recommendations are in accordance with this Guideline.

4.1 Applications

- a) All applications for the Community Access Grant must be made on the official application form. All requested information must be included on the application form.
- b) An organisation may only apply for one event per funding round, with a maximum of two events to be applied for in each 12-month funding period.
- c) Once the funding round is closed, all valid applications will be considered and notified of the outcome within eight weeks from closing date.
- d) Applicants should submit full and complete applications, however, should an attachment be omitted in error, the application will be returned to the applicant to resubmit with the required attachment/s within one week.
- e) Where an application is declined, applicants may be provided with an explanation for the decision, if requested. All decisions made by Dunedin Venues Management Ltd or Dunedin City Council are final.
- f) Once an event is confirmed, applicants should enter their event on the Dunedin City Events Calendar www.dunedin.govt.nz/dunedin-city/events
- g) Late applications may be accepted at DVML's discretion. Applications submitted within the specified application period will take precedence.
- h) Outside of funding rounds, please contact DVML on info@dunedinvenues.co.nz to discuss funding possibilities.

5.0 EVENT TYPE

To determine an event's position in the Event hierarchy, all events at the Dunedin Centre are classified under one of the following types:

5.1 Major Commercial Events (Type 1)

- An event where a hirer will pay in excess of \$10,000 for the hire of the space.
- An event with a projected attendance of 1,500 paying people.
- An event which gains National and/or International media exposure.
- The event requires no community funding.

Examples: Commercial Concerts and Events, Exhibitions and Conferences

5.2 Commercial Events (Type 2)

- An event with a projected attendance of approximately 1,000 paying people.
- An event which gains national media exposure.
- An event which may require subsidized community funding only.
- An event requiring a long lead time due to the booking of production and entertainers.

Examples: Concerts, Exhibitions, and Conferences

5.3 Large Community Event (Type 3)

- An event where the anticipated attendance is less than 1,000 paying people.
- An event which includes local and national entertainers.
- An event which requires community funding.
- Significant local media exposure.

Examples: Community Concerts and Fundraising Event

5.4 Medium Community Event (Type 4)

- An event where the anticipated attendance is 300 – 1,000.
- An event which requires full community funding.
- Some local media exposure.

Examples: School Productions

5.5 Small Community Event (Type 5)

- Events where the anticipated attendance is 25 - 299.
- An event which requires full community funding.
- No guaranteed media exposure.

Examples: Community funding/training seminar

5.6 Event Hierarchy

To assist all users, your event will be classed as a Type 2, 3, 4, or 5 at the time of booking. This determines the hierarchy of your event in terms of booking priority. For full details on hierarchy definitions please refer below:

- Type 2 events cannot be rescheduled or cancelled.
- Types 3, 4 and 5 may be cancelled or rescheduled with no less than twelve weeks' notice should a Type 1 booking be accepted by Dunedin Venues Management Limited.
- Type 4 and 5 may be cancelled or rescheduled with no less than sixteen weeks' notice should a Type 2 booking be accepted by Dunedin Venues Management Limited.
- Type 4 events take precedence over Type 5 events, should there be two events applying for a single date. Incidental community events should not take precedence over confirmed Type 2, 3, 4 or 5 events.

Please note that this fund does not support Commercial Events (Type 1 and 2).

6.0 VENUE HIRE RATES

Non-ticketed/free events

If the event is free to attend or attendance is by donation (of \$5 or under), full venue hire and event on-charges allowance will be covered by the funding.

Ticketed Events

If there is a fee charged (or a purchase of a ticket required) to participate and or attend the event, 50% of the commercial costs of the venue hire is covered by the funding. The remaining 50% will be charged directly to the hirer. The hirer will also be eligible to receive 50% of the event on-charges allowance.

VENUE HIRE COVERED BY HIRER

Dunedin Town Hall	Non-ticketed events	Ticketed events
Town Hall rental per day / event	\$0	\$2750

Glenroy Auditorium	Non-ticketed events	Ticketed events
Glenroy Auditorium rental per day / event	\$0	\$1325

Fullwood Room	Non-ticketed events	Ticketed events
Fullwood Room rental per day / event	\$0	\$750

Conference Room	Non-ticketed events	Ticketed events
Conference Room rental per day/event	\$0	\$325

The Dunedin Centre is equipped with basic in-house audio and visual technology. The following items are included as part of the rental:

Dunedin Town Hall

- ✓ Standard Stage wash lighting (no operator)
- ✓ Basic audio rigged (no operator)

Glenroy Auditorium

- ✓ Standard Stage wash lighting (no operator)
- ✓ Basic audio rigged (no operator)

Conference Room 1

- × No AV or audio included

Conference Room 2 (dependent on space availability)

- ✓ Basic internal audio system (no operator)
- ✓ Visual projector

Fullwood Room

- × No AV or audio included

7.0 EVENT ON-CHARGE ALLOWANCE

- An allowance provided to the Hirer to cover costs of services specified in the Services / Service Fees section below.
- Any items with an Asterix are costs that are eligible to be covered under the Event On-Charges Allowance up to the sum specified under 8.0 Event On Charge Allowance Rates.
- For avoidance of doubt, the Hirer is responsible for securing, at its own cost, all other facilities, services and equipment necessary for the Event, subject to compliance with this Agreement.

Area	Item	Who is responsible for arranging	Who bears the cost
Catering	All food and drink for the Hirer's staff and contractors, production crew and entertainers	DVML	The Hirer
Cleaning	Pre and post cleaning of all Areas	DVML	The Hirer*
Medical	Cover for public, entertainers, production crew, and Hirer's staff and contractors. Includes the event, pack in and pack out periods (if applicable)	DVML	The Hirer
Security	Ticketing entry, ushers, response groups, security staff for front of house	DVML	The Hirer*
Traffic Management	Road closure plan and public transport (if applicable)	DVML	The Hirer
Event Production	Externally provided Event Production including Staging, lighting, sound, video and the production of the Event (if applicable)	DVML	The Hirer
Organ Hire	Hire of the Town Hall Organ (if applicable)	DVML	The Hirer*
Piano Hire	Hire of the in-house Piano (not including Piano Tune) (if applicable)	DVML	The Hirer*
Piano Tune	Tuning of the in-house Piano (if applicable)	DVML	The Hirer
Fencing	Mojo barrier across the front of the stage (if applicable)	The Hirer	The Hirer
Stage Extensions	Temporary Stage installation or removal up to 3 rows.	DVML	The Hirer*
Choir Risers	The removal of choir risers from the Main Town Hall Stage (if applicable)	DVML	The Hirer
Marketing	Marketing of the Event	The Hirer	The Hirer
Linen	Linen Hire	DVML	The Hirer
Venue Tech	Venue Tech representative required to advise and / or sign off on technical requirements associated with the event (e.g. Rigging) (if applicable)	DVML	The Hirer
Rigging Report Sign Off	Signoff of Rigging by an external provider (if applicable)	DVML	The Hirer

8.0 EVENT ON-CHARGE ALLOWANCE RATES

Hirers can qualify for the below event on-charge allowances. This is dependent on spaces requested on event day and whether the event is ticketed or non-ticketed.

Dunedin Town Hall	Non-ticketed events	Ticketed events
Town Hall allowance per event day	\$2000	\$1000

Glenroy Auditorium	Non-ticketed events	Ticketed events
Glenroy Auditorium allowance per event day	\$1500	\$750

Fullwood Room	Non-ticketed events	Ticketed events
Fullwood Room allowance per event day	\$800	\$400

Conference Room	Non-ticketed events	Ticketed events
Conference Room allowance per event day	\$300	\$150

9.0 DEFINITIONS

Charitable status

Pertaining to an organisation; the organisation is registered with the New Zealand Charities Commission.

Not-for-profit

An incorporated society or other organisational entity that generates neither profit nor return to shareholders.