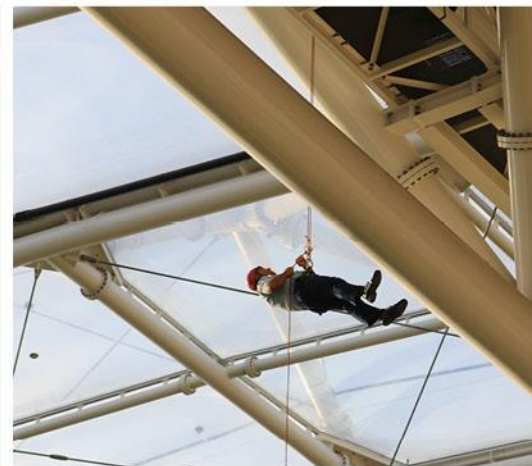


dunedin venues



Community Events Funding Policy 2024 | Dunedin Centre

dunedinvenues.co.nz

Contents

INTRODUCTION..... 3
FUNDING POLICY FRAMEWORK..... 3
FUNDING CRITERIA 4
OPERATIONAL RESPONSIBILITY 5
EVENT TYPE 5
RENTAL AND ON-CHARGE RATES 7
DEFINITIONS..... 8

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 not-for-profit or have a charitable status, enabling community users to utilise the facilities at the Dunedin Centre. 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

FUNDING POLICY FRAMEWORK

Principles

DVML recognises the need to:

1. Facilitate affordable community access to the Dunedin Centre.
2. Retain the Dunedin Centre as a community arts and cultural space.
3. Ensure a clear, transparent record of the funding is available.
4. Provide community users with equal opportunities.

Goals

The goals of the Funding Policy are to:

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

Objectives

The objectives of the Funding Policy are to:

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

FUNDING CRITERIA

Specific Criteria

1. Organisations must demonstrate there is community need and support for their event.
2. Organisations must demonstrate the ability to plan and deliver projects in an efficient manner.
3. Eligible organisations should: have charitable status, be not-for-profit, be an incorporated society, be in the educational, health, social, cultural, or sporting sector.
Informal organisations may apply. Examples of groups which could apply include self-help/support, neighbourhood, environmental, social service, youth, or senior citizen groups.
4. The event should deliver cultural, social, educational and/or health benefits.
5. Events may be:
 - a. 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)
6. If the event is free to attend or attendance is by donation, full venue rental and event on-charges will be covered by the funding. If there is a fee charged to participate and or attend the event, 50% of the commercial costs of the venue rental and event on-charges will be funded (as specified in Section 6 Rate Card).
7. 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.
8. The applicant must comply with DVML's Health and Safety Policy.
9. The applicants must complete their application within the allocated funding periods.
10. 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.

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).

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.

1. Event attendance: the number of people who attended or participated in the event.
2. A full event reconciliation for events generating a direct financial benefit, i.e. the event produces a cash surplus from sponsorship or paid entry.
3. Confirmation that DVML has been acknowledged as a funding partner (this is different to a sponsorship partner). Note that public acknowledgements must be approved by DVML, and that the organisation will be publicly recorded as a beneficiary of the Community Access Grant.
4. High resolution imagery or video footage of the event, which may then be used by DVML for promotional purposes.

OPERATIONAL RESPONSIBILITY

1. All community requests for funding will be directed to DVML. DVML is responsible for processing applications and informing DCC of the outcome prior to notifying applicants.
2. The DCC will review the list of successful applicants and confirm that all recommendations are in accordance with this Policy.

Applications

1. 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.
2. 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.
3. Late applications will not be accepted.
4. Once the funding round is closed, all valid applications will be considered and notified of the outcome within eight weeks.
5. Applicants should submit full and complete applications, however, should an attachment be omitted in error, the application will be returned to the applicant to return with the required attachment/s within one week.
6. 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 DCC Grants Subcommittee are final.
7. Once an event is confirmed, applicants should enter their event on the Dunedin City Events Calendar at www.dunedin.govt.nz/events/tell-us-about-an-event/tell-us-about-an-event.
8. Outside of funding rounds, please contact DVML on info@dunedinvenues.co.nz to discuss funding possibilities. Decisions on funding these events are at the sole discretion of DVML.

Support and Advice

Where appropriate and cost-effective DVML will offer applicants advice regarding event planning, event promotion and event delivery.

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:

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

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

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

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

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

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).

RENTAL AND ON-CHARGE RATES

Non-ticketed/free events

Can apply to cover the full cost of venue hire rental and 100% additional event on-charge allowance.

Ticketed events

Can apply to cover 50% of venue hire rental and are eligible for 50% additional event on-charge allowance.

VENUE RENTAL 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

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

Fullwood Room

- × No AV or audio included

EVENT ON-CHARGES

The Event On-charge Allowance can be used towards the following:

- ✓ Security and Ushers (as determined by the Dunedin Venues Event Delivery Manager)
- ✓ Cleaning
- ✓ Stage extension install & removal (\$300 + GST per row of stage extension built)
- ✓ In house audio and visual equipment (no operator)
- ✓ Organ (\$300 + GST)
- ✓ Piano (\$200 + GST)

Any costs exceeding the event on charge allowance will be at the direct expense of the hirer.

EVENT ON-CHARGE ALLOWANCE RATES

Hirers can apply for the following Event On-charge allowance rates:

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

The Event On-charge Allowance does not include but is not limited to the following:

- × Food & Beverages
- × Linen
- × Piano tuning
- × Stage ramp / loading ramp usage
- × Special lighting onto stage extension and / or full choir risers
- × Traffic Management (incurred if Harrop St is closed)

These costs will be discussed with the hirer as required.

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.