

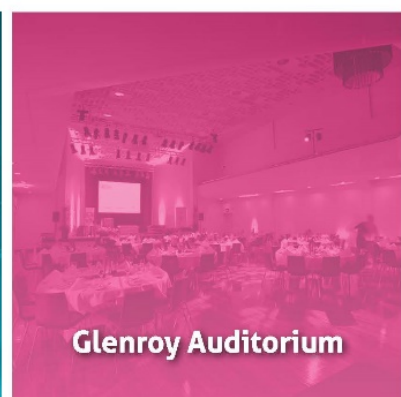
# DUNEDIN VENUES



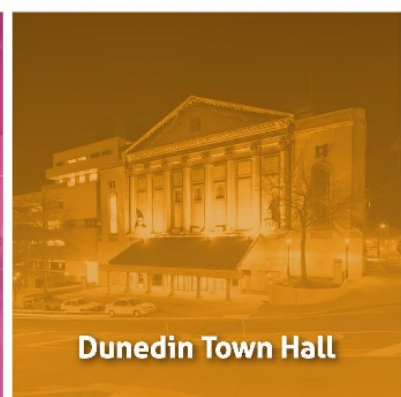
## 2018 | Dunedin Centre Community Events Funding Policy



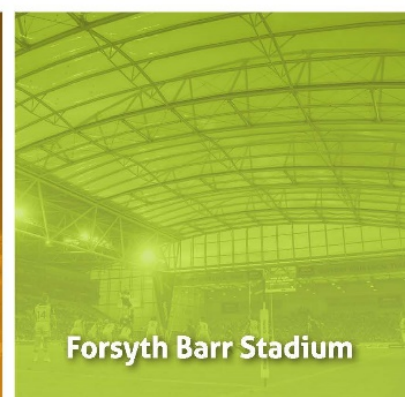
Dunedin Centre



Glenroy Auditorium



Dunedin Town Hall



Forsyth Barr Stadium

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## 1. INTRODUCTION

The Dunedin City Council provides Dunedin Venues Management Limited a financial level of support to ensure that community users can access and utilise the facilities, equipment and resources at The Dunedin Centre. The purpose of this document is to;

- Ensure community users who wish to utilise any venues at The Dunedin Centre under the City Service Grant clearly understand how the agreement is delivered and how the information the user provides will assist decision makers when allocating funding to community users and user groups.
- Establish the funding policies and criteria by which Dunedin Venues Management Limited and the Dunedin City Council staff make their decisions regarding the allocation of funding and access.

### **Community Access Service Level Agreement**

The agreement specifies that ***Dunedin Venues Management Limited*** will provide financial support to people, community groups and/or organisations that have a Charitable Status or are a Not for Profit organisation, to enable community users to utilise the facilities at the Dunedin Centre. This will benefit 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 sport

## 2. FUNDING POLICY FRAMEWORK

### **Principles**

Dunedin Venues Management Limited 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 equal opportunities.

### **Goals**

The goals of the Funding Policy, are to:

1. Maximize 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 those who access the funding are from a variety of user groups.

### **Objectives**

The objectives of the Funding Policy are to:

1. Increase the community satisfaction levels for users of The Dunedin Centre.
2. Determine which community groups and activities are eligible for funding.
3. Provide effective monitoring and reporting in respect of applications, funding allocations, and accountability for the use of the Community Access Funds

### **3. FUNDING CRITERIA**

#### **Specific Criteria**

1. Organisations must be able to demonstrate there is both community need and support for their event or activity.
2. Organisations must demonstrate the ability to plan and deliver projects in an efficient manner.
3. Organisations are to be; Not for Profit, have Charitable Status, be an Incorporated Society, be arts, cultural, educational, health, social sector, or sporting. Informal organisations may also apply. Examples of groups which could apply; arts and cultural performance groups, self-help/support, neighbourhood, ethnic, environmental, social service, youth or senior citizen groups.
4. The event should deliver arts, 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 putting an event on)
  - c. Be ticketed with a fee charged to participate or attend (to cover the non-Venue costs of putting an event on)
6. If the event is free to attend or attendance is by donation, the full Venue Rental and Event On-Charges will be covered by the funding. If a fee is charged to participate and or attend a 50% reduction of the commercial costs of both the Venue Rental and Event On-Charges will be provided up to the value specified in Section 6 Rate Card.
7. The applicant is required to submit a full financial reconciliation showing the event or organiser has not benefitted financially, or quantifying the charitable benefit received.
8. The applicant must complete and comply with Dunedin Venues Management Limited's Health and Safety System Plan.
9. The applicants must complete their application within the allocated funding windows. The funding round for events taking place 1<sup>st</sup> July – 31<sup>st</sup> December 2018 will be open from 2<sup>nd</sup> February, 9am – 5<sup>th</sup> March 2018, 5pm.
10. Applications for events outside of the funding round, that meet all criteria above, can be made on the Dunedin Venues website. Decisions on funding these events is at the sole discretion of DVML.

#### **Events/Projects which do not qualify**

1. Events that are run by, and for the benefit of, commercial or profit-oriented organisations.
2. Events/projects that have already taken place (no retrospective funding).
3. Events that have a political or religious purpose.
4. Events/projects whereby an organisation, group of people or person financially benefits from the City Service Grant (registered charitable organisations are exempt).

## **Accountability/Requirements**

The following information must be supplied to Dunedin Venues Management Limited within 3 months of the completion of the event. No further applications for funding will be considered until this information is received.

1. Any event whereby a direct financial benefit is received which produces a cash surplus i.e. sponsorship or paid entry, will require a full event reconciliation.
2. The number of people attending or participating in the event.
3. It is a further requirement of all community groups that receive funding, that the receipt of the funding be acknowledged publicly by at least one of the following methods:
  - Acknowledgement in the annual report
  - Acknowledgement on publicity material
  - Acknowledgement, where appropriate, at events with flags, banners, logos and posters.
4. The Organisation will be publically recorded as a beneficiary of the City Service Grant.
5. High resolution imagery of the event must be supplied to Dunedin Venues Management Limited which may be used for promotional purposes.

## **4. OPERATIONAL RESPONSIBILITY**

1. All community requests for funding will be directed to Dunedin Venues Management Limited. Dunedin Venues Management Limited is responsible for processing applications and informing Dunedin City Council of the outcome prior to notifying applicants.
2. The Dunedin City Council Parks, Recreation and Aquatics, Events and Community Development staff will review the list of successful applicants as required and confirm that all recommendations are in accordance with this Policy.
3. All successful applications will be assessed by an independent party.

## **Applications**

1. All applications must be made on the application form for the Community Access funding in black ink or typed. Organisations applying must include all information requested.
2. Organisations may only apply for one event per application.
3. Organisations planning an event series may apply for multiple dates on a single application form.
4. No late applications will be accepted.
5. The application process, from closing until notification, takes a maximum of eight weeks.
6. Applicants should endeavor to submit full and complete applications. Should an attachment be omitted, the incomplete application will be returned to the applicant to complete and return within one week.
7. Incidental events (short lead in, urgent) applications can be completed online at [www.forsythbarrstadium.co.nz](http://www.forsythbarrstadium.co.nz) and will be determined at the sole discretion of DVML. Incidental events can only be booked on days where no other events are already confirmed.
8. 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](http://www.dunedin.govt.nz/events/tell-us-about-an-event/tell-us-about-an-event).

## Support and Advice

Dunedin Venues Management Limited, where appropriate and cost effective, will offer applicants advice in regards to event planning, promotion and delivery.

## Community Event Hierarchy

The event definitions below determine the level of flexibility applied to individual bookings. This level of flexibility is required as commercial events contracted by Dunedin Venues Management Limited take precedence over some community events.

To assist all users at the time of booking, community events will be classed as Type 2, 3, 4 or 5.

No Type 2 event will be rescheduled or cancelled. This booking is firm.

Types 3, 4 and 5 may be cancelled or rescheduled should a Type 1 booking be accepted by Dunedin Venues Management Limited with **no less than twelve weeks' notice**.

Type 4 and 5 may be cancelled or rescheduled should a Type 2 booking be accepted by Dunedin Venues Management Limited with **no less than sixteen weeks' notice**.

Type 4 event takes precedence over Type 5 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.

## Event Type

To determine the position in the Community Event hierarchy, event types are defined as follows

### **Major Commercial Events (Type 1)**

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

Examples: Commercial Concerts and Events, Exhibitions and Conferences

### **Commercial Events (Type 2)**

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

Examples: Concerts, Exhibitions, and Conferences

### **Large Community Event (Type 3)**

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

Examples: Community Concerts and Fundraising Events

### **Medium Community Event (Type 4)**

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

Examples: School Productions

### **Small Community Event (Type 5)**

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

Examples: Community funding/training seminar

### **Appeals**

1. Any appeals must be lodged in writing within one week of receipt of the letter from Dunedin Venues Management Limited advising of the outcome of the application.
2. The appeal will be reassessed by Dunedin Venues Management Limited in consultation with Dunedin City Council staff.
3. In the case of appeals, applicants may appear before Dunedin Venues Management Limited staff to present their case.
4. The decision made at the appeal meeting is final.
5. The applicant is still entitled to apply at any future funding rounds provided the funding criteria is met.

## **5. DEFINITIONS**

<b>Charitable status:</b>	Pertaining to an organisation, this means the organisation is registered with the NZ Charities Commission.
<b>Facilities:</b>	The 'facilities' includes the Dunedin Town Hall, Glenroy Auditorium, Fullwood Lounge, Conference Room 1 and 2. Permanent equipment and infrastructure based at the Dunedin Centre are included.
<b>Not-for-profit:</b>	An incorporated society or other organisational entity that generates neither a profit nor a return to shareholders.

## 6. RATE CARD

The following Venue Rental Charge and Event On-Charge costs are fixed;

**Venue Rental and Event On-Charges – an explanation:**

**Below are the costs for venue rental and additional event on-charge allowance.**

**For non-ticketed/free events you can apply for 100% venue rental and 100% additional event on-charge allowance. Funding allocation will be at the Commercial Rate.**

**For ticketed events you can apply for 50% venue rental and additional 50% event on-charge allowance. Funding allocation will be at the Ticketed Event Subsidy/Discount Rate.**

### Dunedin Town Hall

Item	Commercial Rate	Ticketed Event Subsidy/Discount
Town Hall Rental Per day/Event	\$4000	\$2000
Event On-charges	\$2000	\$1000

### Glenroy Auditorium

Item	Commercial Rate	Ticketed Event Subsidy/Deduction
Glenroy rental per day/event	\$3000	\$1500
Event On-charges	\$1500	\$750

### Fullwood Room

Item	Commercial Rate	Ticketed Event Subsidy/Deduction
Fullwood rental per day/event	\$1200	\$600
Event On-charges	\$800	\$400

### Conference Room

Item	Commercial Rate	Ticketed Event Subsidy/Deduction
Conference Room rental per day/event	\$400	\$200
Event On-charges	\$300	\$150

### Event On-Charges

Event on-charges consist of the following:

- Security and Ushers (As determined by the Dunedin Venues Event Delivery Manager)
- Cleaning
- Stage extension out and in (\$300 + GST per row of stage extension built)
- In house audio and visual equipment (no operator)
- Organ (\$300 + GST)
- Piano (\$200 + GST) – please note: piano tune is **NOT** covered and would incur an extra charge if required

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)

Fullwood Room:



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

Conference Room:

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

**PLEASE NOTE:** Example of event on-charges **NOT** covered by the event on-charge allowance (these costs will be discussed with hirer on a case-by-case basis):

- Piano and Piano Tune
- Stage Ramp/Loading Ramp Usage
- Special lighting onto stage extension and/or full choir risers