Landmark venues hire support - 2026-27
Form Preview

Before you start

* indicates a required field

Before you start your application, it’s important you read our venue hire support grant webpage and read the grants guidelines. An Easy Read version of the guidelines is also available. They contain essential details about eligibility requirements, funding priorities, assessment criteria and other important information.

I have read the guidelines for the venue hire support program *
○ Yes

Technical support

If you need technical help with the SmartyGrants online form, read the help guide for applicants and applicant frequently asked questions.

We're here to help

We provide further support for Aboriginal and Torres Strait Islander people, people with disability and people from culturally and linguistically diverse backgrounds.

If you need support or have questions, contact the grants team at grants@cityofsydney.nsw.gov.au or on 02 9265 9333.

To access the translation and interpreting services and get help in your language, call 131 450.

Eligibility

* indicates a required field

To be eligible, an applicant must:

- apply as an eligible entity type
- operate in the City of Sydney local area or demonstrate significant benefits to our local communities
- demonstrate that payment of standard rates would cause financial hardship
- comply with the general eligibility conditions of this grant program.

On the next page you'll need to provide a valid Australian Business Number (ABN). The entity type of your ABN must match what you select here.

Are you applying as an eligible organisation? *
- ○ We are an eligible not-for-profit organisation
- ○ We are an incorporated association
- ○ None of the above

Do you operate in the City of Sydney local area or will your project demonstrate significant benefits to our local communities? *
- ○ Yes
- ○ No

See map of the City of Sydney local area.

Does payment of standard rates cause financial hardship? *
- ○ Yes
- ○ No

Do you comply with the general eligibility conditions of this program? *
- ○ Yes
- ○ No

Details about the general eligibility conditions are in the 'information for applicants' section of the grants guidelines.

Not eligible to apply

Based on your responses to these eligibility questions, you're not eligible to apply for the landmark venue hire support program.

If you need support or have questions, contact our grants team on 02 9265 9333 or grants@cityofsydney.nsw.gov.au

I understand the eligibility requirements for this program *
- ○ Yes

If you have any questions, contact our grants team on 02 9265 9333 or grants@cityofsydney.nsw.gov.au

Applicant details

* indicates a required field

Contact for application

This is the person we will primarily contact about this grant.

Contact name *

First Name

Last Name

Contact position *

Contact phone number *

Must be an Australian phone number

Contact email address *

Must be an email address

Are you a person with disability?

NSW Disability Inclusion Act 2014 defines disability as "A long-term physical, mental, intellectual or sensory impairment, that in interaction with various barriers, may hinder [a] person's full and effective participation in society on an equal basis with others."

Are you a person from a diverse cultural or language background?

Diversity Council Australia defines cultural diversity as: "Having a mix of people from different cultural backgrounds – it can include differences in cultural/ethnic identity (how we identify ourselves and how others identify us), language, country of birth, religion, heritage/ancestry, national origin, and/or race, colour...CALD people see themselves (or their parents) or are seen by others as being from a non-English speaking background, and/or being from a non-Anglo-Celtic cultural background."

Applicant organisation

Applicant name *

Organisation Name

For organisations, Trading name or any other name you are known by publicly.

Applicant 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.

ABN

Entity Name

ABN Status

Entity Type

Goods & Services Tax (GST)

DGR Endorsed

ATO Charity Type

ACNC Registration

Tax Concessions

Main Business Location

Must be an ABN.
(Australian Business Number)

Applicant address *

Address

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

Applicant postal address (if different)

Address

Is your organisation an Aboriginal and/or a Torres Strait Islander Enterprise? *

○ Yes ○ No

The City and Supply Nation recognise that organisations with at least 50% ownership qualify as an Aboriginal and/or Torres Strait Islander entity

Applicant website

Must be a URL.
Can include your social media page if you do not have a website.

Tell us about you/your organisation and its role in the City of Sydney local area *

Word count:
Must be no more than 100 words.

If you are a not-for-profit organisation or without charity or deductible gift recipient (DGR) status, please attach your Constitution or Rules which includes your statement of purpose and organisation structure.

Upload constitution or rules of the applicant organisation

Attach a file:

Grants Newsletter subscription

If you would like to be automatically subscribed to our grants newsletter, please provide an email address here:

About your project

* indicates a required field

Name of event *

Must be no more than 10 words.
We may use this description in presenting your application to Council and public announcements if successful.

Brief description of your event *

Word count:
Must be no more than 30 words.
Briefly explain what, where and when your project will take place.

How many years of support are you applying for? *

○ 1 Year ○ 2 Years ○ 3 Years

Event date(s) *

Applications MUST be submitted at least 6 months in advance

Which category does your event or activity fit? *

○ Cultural ○ Environmental ○ Social/ Community ○ Economic

Please select most suitable

Venue hire options - Landmark

Which landmark venue(s) have you chosen for your project?

☐ Barnet Long Room, Customs House ☐ Paddington Town Hall ☐ Sydney Town Hall

Landmark venue hire

Before applying for Landmark venue hire fee waiver, you must obtain a quote from the City.
Please request a quote by emailing - thm@cityofsydney.nsw.gov.au

Please upload the quote(s) provided by the City. *

Attach a file:

Please ensure the name of your file is clear.

What is the value for this booking as quoted by the City including GST? *

$

Must be a whole dollar amount (no cents).

What is the value for this booking as quoted by the City excluding GST? *

$

Must be a whole dollar amount (no cents).

Please note that if you do make a booking you commit to the terms and conditions of any City of Sydney Venue Management booking contract, regardless of the outcome of this grant application.

Landmark venue hire - Year 2

What is the value for this booking as quoted by the City for Year 2? (excluding GST) *

$

Must be a dollar amount.

Landmark venue hire - Year 3

What is the value for this booking as quoted by the City for Year 3? (excluding GST) *

$

Must be a dollar amount.

City of Sydney community members

Is your project designed for a general audience or do you address specific groups in the local area?

Which City of Sydney community members will benefit and / or contribute to this project?

Primary beneficiaries / contributors *

Secondary beneficiaries / contributors, if relevant

How many people do you expect to attend your event/activities *

Must be a number.
Count all people attending each event/activity for the duration of the request.

Funding priorities

Select the funding priority that your project will make the greatest contribution to: *

How will your project contribute to this funding priority? *

Word count:
Must be no more than 100 words.

The need for your project

Consider the following when answering this question:

- Why is there a need for the project and what are the proposed outcomes?
- What is your experience in delivering projects?
- How have you included the local diverse community and how will they benefit and/or being engaged?
- How will you remove barriers and create opportunities for people to attend

Why is it important for the City of Sydney to support this application? *

Word count:
Must be no more than 150 words.

Budget

Please provide a detailed budget for your event or activity, including expected income and expenditure, as well as any cash or in-kind contributions from your organisation or other supporters (e.g. partners, sponsors).

All figures should be GST exclusive.

This creating a project budget guide and template is available for applicants that do not have accounting software or their own template.

What is the maximum venue hire fee you can pay for this booking? *

$

Must be a whole dollar amount (no cents).

Budget *
Attach a file:

Budget Year 2

What is the maximum venue hire fee you can pay for this booking in year 2? *

$

Must be a dollar amount.

Budget Year 3

What is the maximum venue hire fee you can pay for this booking in year 3? *

$
Must be a dollar amount.

Benefits of support

Offer to the City of Sydney: *

Word count:
Must be no more than 100 words.
For example, invite to City of Sydney staff to the event, provide tickets to the City, provide discounted or free tickets for distribution to community members.

What is the value of this offer?

$
Must be a dollar amount.

What is the overall marketing budget for this campaign? *

$
Must be a dollar amount.

How will you acknowledge the City of Sydney's support? *

Word count:
Must be no more than 100 words.
For example, use of City logos and text acknowledging support in media releases, material promoting the project, website, social media, signage at the event, newsletters.

Public liability insurance certificate of currency

Your public liability insurance certificate of currency must be for the grant applicant and be to the value of $10 million or $20 million.

Attach public liability insurance certificate of currency *
Attach a file:

Public liability insurance expiry date *

Must be a date.

Supporting documentation

Please attach any other documents relevant to your event such as photos, programs, running sheets, letters of support from community partners, etc.

Supporting documentation
Attach a file:

Files can be up to 25MB each. Please label each document clearly

Declarations

* indicates a required field

Privacy protection notice

Purpose of collection: This information is being collected to manage our grant applications. A summary of all grant applications will be reported to Council and this report will be available on the City of Sydney's website. The information reported to Council includes the ABN name or the name of an individual when applying under an auspice. Non-identifiable data about grant applications may also be used in public reports and in research to improve the grants program.

Intended recipients: City of Sydney employees and authorised external third parties

Supply: The supply of this information is voluntary however if you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.

Access/Correction: Please contact the grants team on 02 9265 9333 or at grants@cityofsydney.nsw.gov.au to access or correct your personal information.

Storage: The grants team at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.

Other uses: The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions. Other uses may include deidentified reporting requirements and contacting successful applicants to participate in case studies.

For further details on how the City of Sydney manages personal information, please refer to our privacy management plan.

I understand that the information in this application will be used as described *
○ Yes

Ethics framework

The City of Sydney does not support any activities or entities that unnecessarily:

- allow the exploitation, misrepresentation or misappropriation of Indigenous cultural and intellectual property or cultural identity
- pollute land, air or water or derive their principal source of revenue from the extraction or sale of coal, oil or gas
- destroy or waste non-renewable resources
- market, promote or advertise products or services in a misleading or deceitful manner
- produce, promote or distribute products or services likely to be harmful to the community
- acquire land or commodities primarily for speculative gain

- create, encourage, or perpetuate militarism or engage in the manufacture of armaments
- encourage gambling or entice people into financial over-commitment
- exploit people through the payment of below-award wages or poor working conditions
- unlawfully discriminate, or encourage unlawful discriminatory behaviour, including discrimination based on ability, culture, religion, age, gender or sexual orientation in employment, marketing or advertising practices or contribute to the inhibition of human rights generally
- sell or promote prohibited items or services on City of Sydney land, such as fur and exotic animal skin products and feathers, other than where permitted under traditional First Nations cultural practices
- promote pornography
- support the production or sale of tobacco.

For more information refer to the City of Sydney ethics framework.

I confirm that my organisation and project aligns with the above ethics framework *

○ Yes

I understand that my organisation must comply with all applicable laws, including laws relating to corruption and anti-bribery *

○ Yes

Reporting measures

If your application is successful, we'll ask you to report on a set of standard performance measures. This data demonstrates the impact the City of Sydney's investments are having towards achieving its goals. You need to ensure you develop a data collection plan to report on the outcome of your grant against the funding priorities selected.

I understand that if my application is successful, I must report on a set of performance measures as requested by the City *

○ Yes

Subminimum wage

The City of Sydney doesn't provide grants to applicants that pay a subminimum wage to workers, including applicants that are or engage Australian Disability Enterprises (ADEs).

I confirm that the project and I/my organisation are not paying a subminimum wage to workers, including applicants that are or engage Australian Disability Enterprises (ADEs) *

○ Yes

Indigenous cultural and intellectual property rights

The City of Sydney doesn't provide grants to applicants or for projects that do not respect Indigenous cultural and intellectual property rights.

I confirm that the project and my organisation respect Indigenous Cultural and Intellectual Property rights *

○ Yes

Environmental sustainability

Any project we fund must be run in an environmentally sustainable way. Please read our sustainable event guidelines and guidelines for single use items.

You should take actions to reduce the environmental impact of your project. This means avoiding single-use items where possible and reducing waste, water use and pollution. You can do this by choosing options like GreenPower to offset energy use, keeping track of how much energy you use, recycling properly, following a sustainable event plan or encouraging people to cycle instead of driving.

I confirm that I/my organisation will take action to complete the project in an environmentally sustainable way *

○ Yes

Declaration

I certify that all details supplied in this application and in any attached documents are true and correct, and that the application has been submitted with the authority of my organisation/group. I agree that I will contact the City of Sydney immediately if any information provided in this application changes or is incorrect.

I am authorised to complete this application and have read and understood this declaration *

○ Yes

Authorised person's name *

First Name Last Name

Position held *

Date of declaration *

Must be a date

Submitting your application

You will find a '**Review and Submit**' button at the bottom of the 'navigation panel' on the left hand side of each page. **You need to review your application before you can submit it**.

Once you have reviewed your application you can submit it by clicking on 'Submit' at the top of the screen or on the navigation panel.

When you submit your application, you'll receive an automated confirmation email with a copy of your submitted application attached. This will be sent to the email you used to register and submit an application.

If you don't receive a confirmation email within 10 minutes of submitting your application, it has not been submitted — please contact the grants team on 02 9265 9333 or grants@cityofsydney.nsw.gov.au