



THE VICTORIAN
PRIDE CENTRE

Victorian Pride Centre Meeting Room and Event Space Booking Policy

1. Introduction

The Victorian Pride Centre's vision is to be the most loved, well known and visited home for the lesbian, gay, bisexual, transgender, intersex, and queer (LGBTIQ) community in Australia. The Victorian Pride Centre is a welcoming, inclusive, and safe space for all LGBTIQ community members and their allies.

The Victorian Pride Centre values are:

- Honouring our LGBTI history and culture, creating our future
- Catalysing our community
- Celebrating and valuing our difference
- Respecting and supporting each other
- Living with courage, pride, and strength
- Demonstrating leadership for the LGBTI community
- Building Sustainability.

The provision of meeting rooms, co-working areas and events spaces is a key way the Pride Centre is activating these values.

2. Purpose

This policy provides guidance regarding the pricing, principles of allocation and general conditions that relate to booking of meeting, co-working and event spaces in the Pride Centre.

3. Scope of the policy

This policy applies to booking requests for use of the Pride Centre:

- meeting rooms, activity room, co-working desks and event spaces on the ground floor, mezzanine, level 1, level 3
- the roof terrace
- the courtyard
- the basement (if used for events).

4. Fee structure

The Pride Centre is a not-for-profit organisation, income from meeting and event spaces rentals will go back into maintaining the operation, financial sustainability and longevity of the Pride Centre.

A three-tiered fee structure is in place at the Pride Centre:

1. Commercial: rate determined using a baseline fee derived from commercial benchmarks for similar type venues in Melbourne.

Commercial organisation: are profit based organisations or individuals hiring venues for the sole benefit of that organisation or individual and/or as part of their business operations.

2. Non-commercial (large organisation): discounted fee for large not-for-profit organisations.

3. Non-commercial (small organisation): further discounted fee for smaller not-for-profit organisations or individual members of the public.

Large not for profit organisation - an organisation classified as large by the Australian Charities and Not-for-profits Commission based on annual revenue.

Small not-for-profit organisation - an organisation classified as small or medium by the Australian Charities and Not-for-profits Commission based on annual revenue.

Non-commercial rates will apply to social enterprises in line with the organisation's revenue.

Non-commercial rates apply equally to resident and non-resident organisations.

Fees for some rooms/spaces may vary depending on periods of peak demand (for example, weekend bookings of the roof terrace and/or ticketed events may attract a higher fee than daytime non-ticketed bookings).

A request for fee relief from the non-commercial rate must be made by completing the Fee Relief Application, submitted to the CEO no later than 60 days before the proposed meeting/event date. Late applications will not be accepted.

For equity across organisations, fee relief will not be approved:

- from the commercial rate
- for bookings for paid events
- on an ongoing basis.

An application for fee relief will be considered in relation to the applicant's:

- organisational duration of operation, size, governance and funding
- capacity building measures and work towards financial sustainability
- duration of fee relief request (e.g. for a once-off meeting vs regular meeting room use for 6 months)
- purpose of request against alignment with VPC values.

5. Booking allocation

The first priority is Pride Centre-sponsored or Pride Centre-produced programming set by the Board with the sole purpose of ensuring the Centre's vision is delivered. Priority will then be given to regular activities, programs or events for LGBTIQ community purposes.

LGBTIQ community purposes – activity/program/event that is provided for the benefit of LGBTIQ people and their allies.

Bookings will generally be accepted on a 'first in' basis, with requests managed based on the following principles:

- reflecting all cohorts of LGBTIQ communities
- activities of benefit to LGBTIQ communities
- fostering capacity building and sustainability of LGBTIQ organisations
- balancing affordable fees with finite capacity and Pride Centre financial sustainability
- no commercial, not-for-profit organisation or individual will have exclusive use of any meeting rooms or event spaces. Pride Centre staff will monitor bookings for management of non-exclusivity.

It is at the discretion of the Pride Centre management (using the principles outlined above) as to whether a booking request will be approved, based on suitability of the proposed use, alignment with Pride Centre values and policies and the availability of space at time of request.

6. General conditions

The Pride Centre is a non-partisan, non-denominational organisation and does not support or endorse activities held on its premises.

The Pride Centre will rent spaces to political parties and/or candidates on an equal basis. Commercial rate fees will apply. The Pride Centre is not and must not be represented to be a host of any political meeting or event nor as an endorser of any Member of Parliament or candidate for political office. Invitations and announcements for events booked by political parties or politicians must include the following statement: "The Victorian Pride Centre rents space to political parties and candidates on an equal basis. The Victorian Pride Centre does not endorse the views of [name of political party] or the election of any candidate for political office".

The Pride Centre reserves the right to refuse requests for hire that are not aligned with Pride Centre values and policies.

Meeting room, activity room and event space bookings are required to comply with the Meeting Room and Event Space Terms and Conditions. Event space bookings will also require a Rental Agreement.

Version	1
Approved by the Board	20 April 2020
Scheduled review date	20 April 2022