



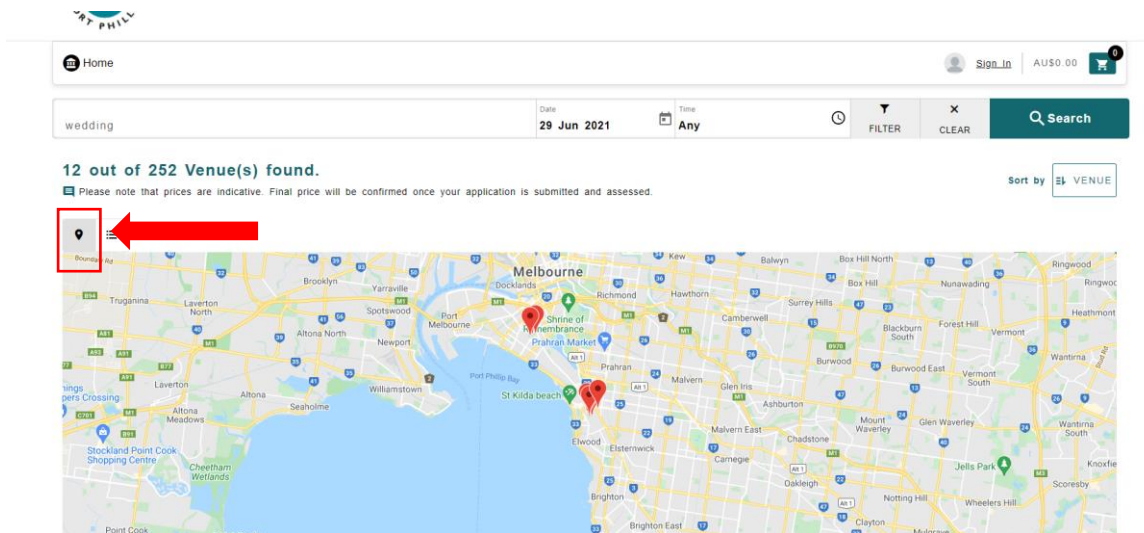
City of Port Phillip Booking Portal

Make a Booking – Casual Hire

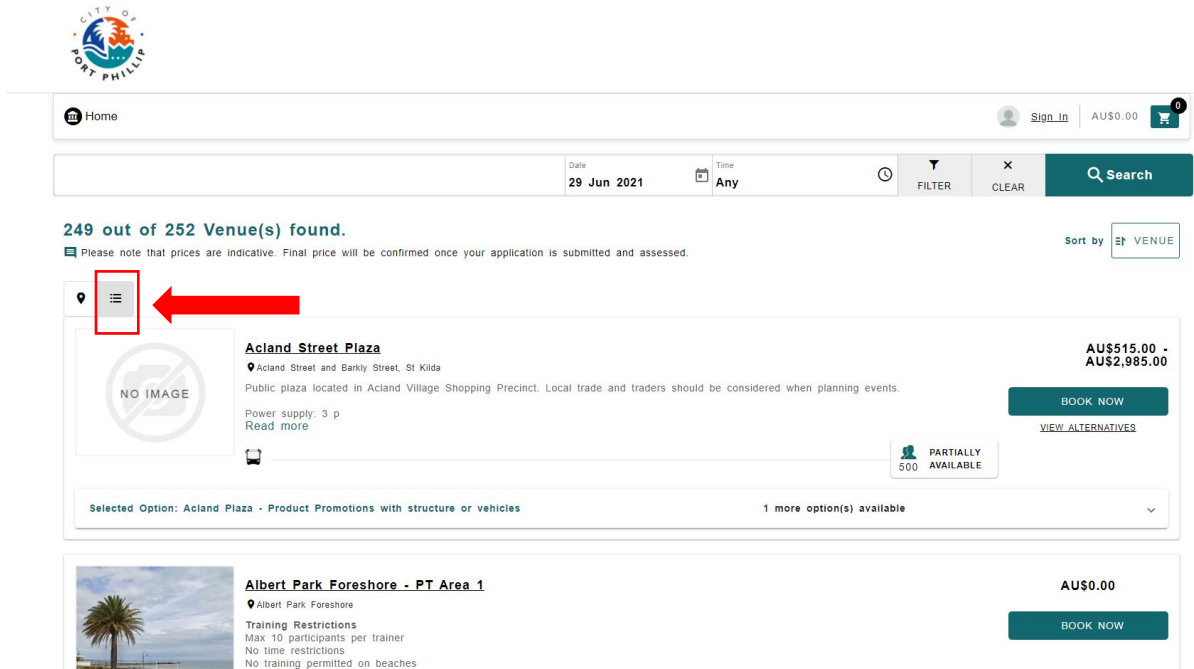
Finding a venue

The Bookings Portal is a great place to view all spaces available for hire by the City of Port Phillip. Venues can be viewed via a map view or list view.

Map View



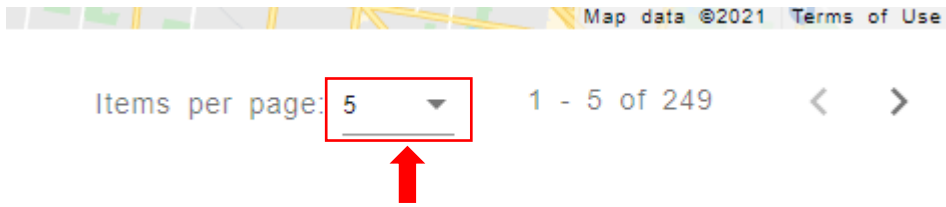
List View



Acland Street Plaza
Acland Street and Barkly Street, St Kilda
Public plaza located in Acland Village Shopping Precinct. Local trade and traders should be considered when planning events.
Power supply: 3 p
Read more
PARTIALLY AVAILABLE
500
Selected Option: Acland Plaza - Product Promotions with structure or vehicles 1 more option(s) available

Albert Park Foreshore - PT Area 1
Albert Park Foreshore
Training Restrictions
Max 10 participants per trainer
No time restrictions
No training permitted on beaches

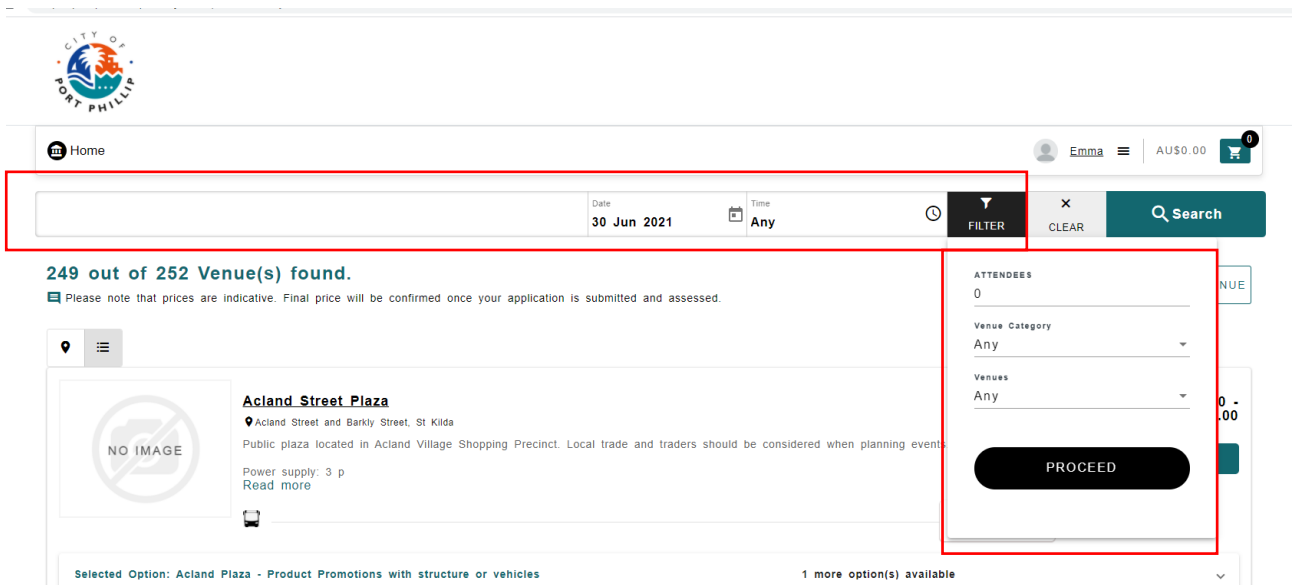
You can control how many venues are shown on the screen by selecting your preferred items per page, at the bottom of each page.



Search for a venue

Venues can be filtered to ensure you find the right place to suit your needs. Using the **Search** bar or **Filter** options you are able to search venues by:

- Facility Name
- Location
- Date and Time
- Attendee
- Venue Category
- Keywords



Once you have a list of venues, you will be provided with venue information including:

- Venue Image
- Venue Name
- Venue Address
- Venue Description
- Amenities
- Maximum Attendees
- Availability timeline and Status
- Configurations
- Estimated Prices

You can view more information about the venue by either selecting the **Read More** link in the description or selecting the venue name.



Home Sign In AU\$0.00

wedding Date: 29 Jun 2021 Time: Any FILTER CLEAR Search

12 out of 252 Venue(s) found. Please note that prices are indicative. Final price will be confirmed once your application is submitted and assessed. Sort by VENUE

Auditorium - St Kilda Town Hall AU\$180.00 - AU\$3,000.00
99A Carlisle Street, St Kilda Vic 3182
St Kilda Town Hall is a grand, classically styled city hall, located on the corner of Brighton Road and Carlisle Street in St Kilda. The Auditorium can accommodate up to 700 guests. [Read more](#) BOOK NOW VIEW ALTERNATIVES

Selected Option: SKTH Auditorium (Standard Hire) 1 more option(s) available


St Kilda Botanical Gardens - All AU\$177.50
Herbert, Blessington, Dickens and Tennyson Streets, St Kilda
Well-maintained gardens in the middle of St Kilda with seasonal displays, local indigenous plants a giant chessboard, ornamental pond with... BOOK NOW

Selecting the venue name will take you to the venue page. Here you will find more information about the venue including:

- Directional Map
- More venue photos
- Terms and Conditions
- Links to important information forms and policies



Home New Casual Hire Emma AU\$0.00



Auditorium - St Kilda Town Hall
25A Carlisle Street, St Kilda Vic 3182

SELECTED DATE & TIME
Any

PARTIALLY AVAILABLE
480 - 700 on 30 Jun 2021

BOOK NOW

St Kilda Town Hall is a grand, classically styled city hall, located on the corner of Brighton Road and Carlisle Street in St Kilda. The Auditorium can cater for:

- 700 Theatre layout
- 480 Banquet layout
- 350 Banquet layout with dance floor

For details on the room layout view please see <https://www.port Phillip.vic.gov.au/media/kc1dpz34/blank-floor-plan-with-venue-specifications-st-kilda-town-hall.pdf>

Terms and conditions of hire can be found [here](#)



Making a Booking

A booking can be made in the search page or venue page by selecting **Book Now**.

Search page

City of Port Phillip logo

Home | Sign In | AU\$0.00

wedding | Date: 29 Jun 2021 | Time: Any | FILTER | CLEAR | Search

12 out of 252 Venue(s) found. | Please note that prices are indicative. Final price will be confirmed once your application is submitted and assessed. | Sort by: VENUE

Auditorium - St Kilda Town Hall
99A Carlisle Street, St Kilda Vic 3182
St Kilda Town Hall is a grand, classically styled city hall, located on the corner of Brighton Road and Carlisle Street in St Kilda. The Auditorium can cat [Read more](#)

AU\$180.00 - AU\$3,000.00

BOOK NOW

PARTIALLY AVAILABLE 700

Selected Option: SKTH Auditorium (Standard Hire) | 1 more option(s) available

St Kilda Botanical Gardens - All
Herbert, Blessington, Dickens and Tennyson Streets, St Kilda
Well-maintained gardens in the middle of St Kilda with seasonal displays, local indigenous plants a giant chessboard, ornamental pond with

AU\$177.50

BOOK NOW

Venue Page

Home | New Casual Hire | Emma | AU\$0.00

Auditorium - St Kilda Town Hall
99A Carlisle Street, St Kilda Vic 3182

PARTIALLY AVAILABLE 480 - 700 on 30 Jun 2021

SELECTED DATE & TIME: Any

BOOK NOW

Book Now

Once you have selected **Book Now**, a screen will pop up that shows you:

- A timeline indicating available and unavailable timeslots
- Available timeslots selection which will automatically define the range once you have chosen your times
- Estimated Price for the selection

NOTE: Prices are estimates and cannot be confirmed until all aspects of your application have been assessed. Complex events that require detailed assessment may be quoted on the booking's portal as "\$0.00". In these circumstances, the City of Port Phillip team will provide a quote once the application has been assessed.

SKTH Auditorium (Standard Hire) - Auditorium - St Kilda Town Hall

Selected time slot is available.

Date: 08 Sep 2021

Number of Attendees (Maximum 700): 0

Please specify the number of attendees.

Available time slots: 12:00 AM to 4:00 PM

Start Time: 12:30 PM

End Time: 1:00 PM

Colour key: Closed, Available, Unavailable, Selected, Bump In/Out, Blocked

HTA Default

The selected option for this facility: Event

There are 1 other pricing and configuration options to book the Auditorium - St Kilda Town Hall

[Hide Options](#)

Selected Option: SKTH Auditorium (Standard Hire)-1 more options available

<input type="radio"/> SKTH Auditorium (Community Hire)	AUS\$94.00 - AUS\$1,200.00 Hourly: - Daily
<input checked="" type="radio"/> SKTH Auditorium (Standard Hire)	AUS\$180.00 - AUS\$3,000.00 Hourly: - Daily

Estimated Price: AUS\$90.00

[ADD TO BOOKING](#)

Once you make your selections from the Book Now screen, select **Add to Booking** to add to your **Booking Cart**

SKTH Auditorium (Standard Hire) - Auditorium - St Kilda Town Hall

Selected time slot is available.

Date: 15 Jul 2021
Number of Attendees (Maximum 700): 100
Available time slots: 12:00 AM to 11:59 PM
Start Time: 12:00 AM
End Time: 11:59 PM

Colour key: Closed, Available, Unavailable, Selected, Bump In/Out, Blocked

The selected option for this facility: Event
There are 1 other pricing and configuration options to book the Auditorium - St Kilda Town Hall
[Hide Options](#)

Selected Option: SKTH Auditorium (Standard Hire)-1 more options available

<input type="radio"/> SKTH Auditorium (Community Hire)	AU\$94.00 - AU\$1,200.00 Hourly: - Daily
<input checked="" type="radio"/> SKTH Auditorium (Standard Hire)	AU\$180.00 - AU\$3,000.00 Hourly: - Daily

Estimated Total: AU\$1,800.00

ADD TO BOOKING

You will then be taken to your **Booking Cart** where you will be prompted to provide your event details. Please be sure to provide an identifiable name for your booking.

Home New Casual Hire Emma AU\$1,800.00

1 Choose Your Venues 2 Booking Details 3 Customer Details 4 Enquiry Submitted

Please select a Category *
Venue Management

Please select an Event *
STK Town Hall - Standard Hire

Your Event Name *
Emma's Big Trivia Party

ADD MORE VENUE(S)
EVENT QUESTIONNAIRE

Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)
90A Carlisle Street, St Kilda Vic 3182

DATE: 15 Jul 2021
ATTENDEES: 100
START TIME: 12:00 AM
END TIME: 11:59 PM

CONFIGURATION: htr Default

1 Venue(s)
BOOKING DETAILS

Please note that the prices are indicative final price will be confirmed on application.

Auditorium - St Kilda Town Hall
AU\$1,800.00
15 Jul 2021

By proceeding, I confirm that I am 18 years or older and I agree to the CoPP conditions of hire.

SUBMIT ENQUIRY

NOTE: At this point you will need to select an event type that best matches your event from the dropdown menu

The screenshot shows a web interface for booking a venue. At the top, there are navigation links for 'Home' and 'New Casual Hire', along with a user profile 'Emma' and a balance of 'AU\$1,800.00'. Below this is a progress bar with four steps: 'Choose Your Venues', 'Booking Details', 'Customer Details', and 'Enquiry Submitted'. The 'Choose Your Venues' step is active. A dropdown menu is open, showing a list of event types: 'STK Town Hall - Community Hire', 'STK Town Hall - Flag Raising', 'STK Town Hall - Standard Hire', and 'STK Town Hall - Subsidy Program'. A red arrow points to this dropdown, and a red box highlights the list. Below the dropdown, there is a preview of the selected venue: 'Auditorium - St Kilda Town Hall - SKTH Auditorium (Standard Hire)'. The preview includes a photo of the auditorium, the address '99A Carlisle Street, St Kilda Vic 3182', and details for 'DATE' (15 Jul 2021), 'ATTENDEES' (100), 'START TIME' (12:00 AM), and 'END TIME' (11:59 PM). There is also a 'CONFIGURATION' section with a 'Default' option. To the right, there is a 'BOOKING DETAILS' section with a note: 'Please note that the prices are indicative final price will be confirmed on application.' Below this, the venue details are repeated: 'Auditorium - St Kilda Town Hall', 'AU\$1,800.00', and '15 Jul 2021'. There is also a checkbox for 'By proceeding, I confirm that I am 18 years or older and I agree to the CoPP conditions of hire.' and a 'SUBMIT ENQUIRY' button.

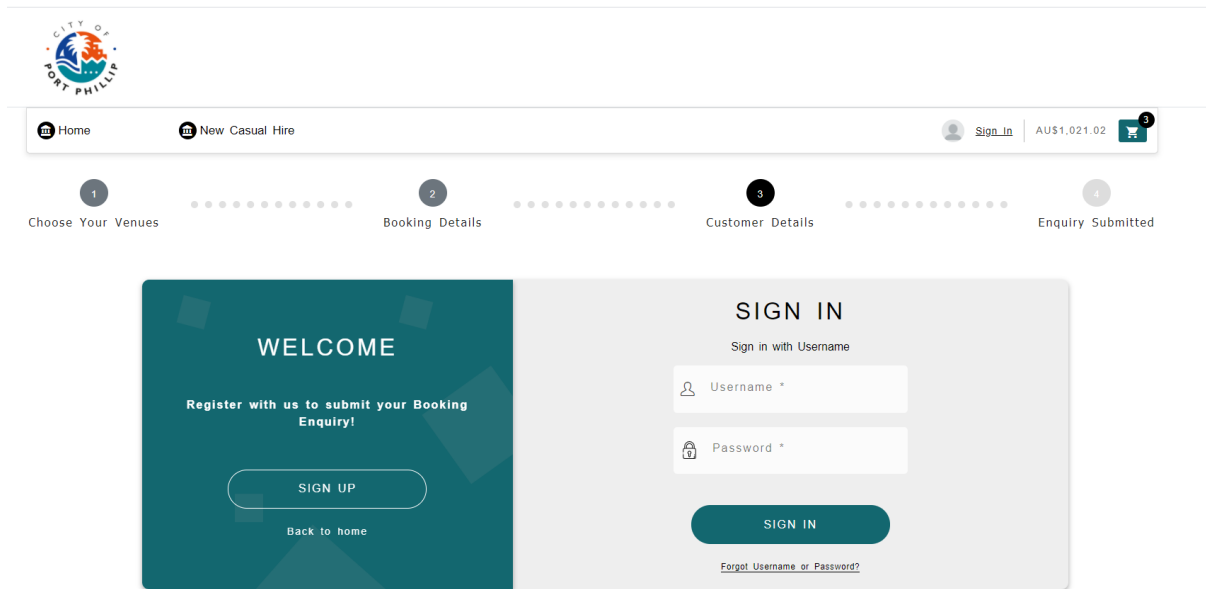
Once an event type has been selected you may be prompted to answer a few questions to help us get a better understanding of your event. For further assistance with this, please review the Answering Questionnaires section of this help card.

After you are happy with your booking and all mandatory questions have been answered, you will need to confirm you have read all the terms and conditions and submit your enquiry using the **Submit Enquiry** button.

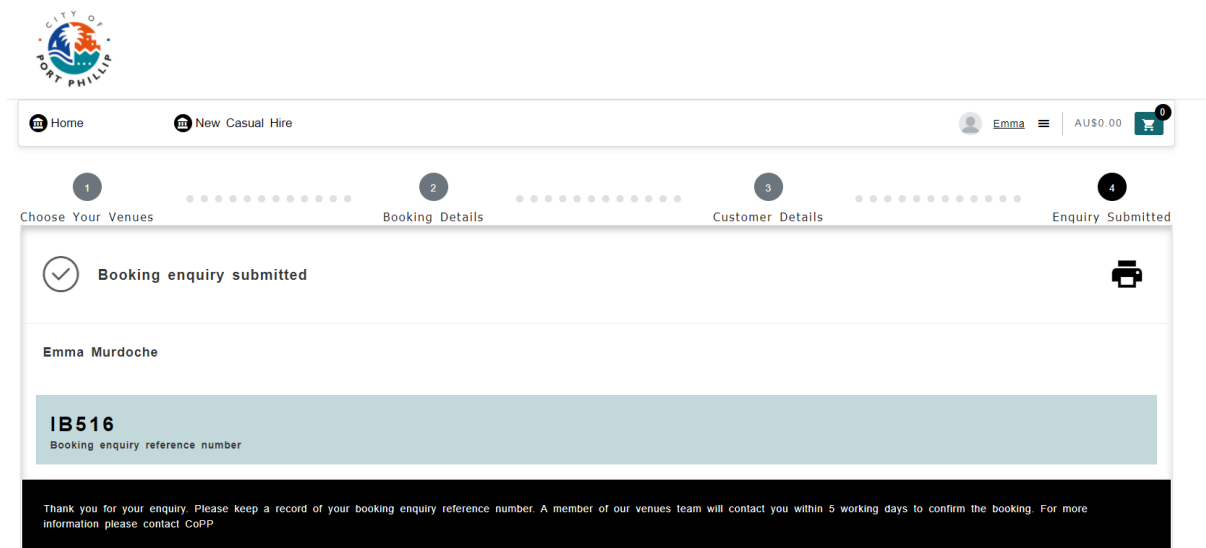
The screenshot shows the same web interface as the previous one, but now the 'Please select an Event' dropdown is set to 'STK Town Hall - Standard Hire'. Below the dropdown is a text input field for 'Your Event Name'. To the right of the dropdown is an 'EVENT QUESTIONNAIRE' button with a question mark icon. Below this, there is a preview of the selected venue: 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)'. The preview includes a photo of the auditorium, the address '99A Carlisle Street, St Kilda Vic 3182', and details for 'DATE' (30 Jun 2021), 'ATTENDEES' (100), 'START TIME' (8:30 AM), and 'END TIME' (2:00 PM). There is also a 'CONFIGURATION' section with a 'Default' option. Below the preview, there is a section for 'Extras for this facility' with a list of items: '1 X SKTH - Banquet Table (1.8m) - 2'. To the right, there is a 'BOOKING DETAILS' section with a note: 'Please note that the prices are indicative final price will be confirmed on application.' Below this, the venue details are repeated: 'Auditorium - St Kilda Town Hall', 'AU\$990.02', and '30 Jun 2021'. Below that, there is another venue item: 'SKTH - Banquet Table (1.8m) - 2', 'AU\$0.00'. Below that, there is another venue item: 'Public Liability Insurance (Standard Hire)', 'AU\$31.00'. There is also a checkbox for 'By proceeding, I confirm that I am 18 years or older and I agree to the CoPP conditions of hire.' and a 'SUBMIT ENQUIRY' button. A red arrow points to the 'SUBMIT ENQUIRY' button.

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If you have not yet logged in, you will be prompted to login to your account or sign up before your enquiry can be submitted. Please see the **Sign up/ Log in help card** for assistance with creating an account and signing in.



After you have submitted your enquiry, you will receive a booking enquiry reference number and an email confirming the details of your enquiry.



All your current and past bookings and enquiries will then be available for viewing and management through your **My Bookings** screen.

Answering questionnaires

For many of our venues we will ask an extra series of questions so that we have all of the information we need to process your booking.

A questionnaire will need to be completed for each activity you are booking.

You will be prompted to answer any questions required once an event type has been selected, or you can view the questionnaire by selecting **Event Questionnaire** at the top of your booking.

The screenshot displays the City of Port Phillip booking system interface. At the top left is the City of Port Phillip logo. The navigation bar includes 'Home' and 'New Casual Hire' links, along with a user profile for 'Emma' and a shopping cart icon showing '1' item. The main content area is divided into four steps: 1. Choose Your Venues, 2. Booking Details, 3. Customer Details, and 4. Enquiry Submitted. In the 'Choose Your Venues' step, a dropdown menu is open, showing 'Venue Management' and 'STK Town Hall - Standard Hire' as selected options. A red arrow points to the 'EVENT QUESTIONNAIRE' button, which is highlighted with a red box. Below this, a venue card for 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)' is visible, showing details like '99A Carlisle Street, St Kilda Vic 3182', 'DATE: 15 Jul 2021', 'ATTENDEES: 100', 'START TIME: 12:00 AM', and 'END TIME: 11:59 PM'. To the right, a 'BOOKING DETAILS' panel shows the price 'AUD\$1,800.00' and a 'SUBMIT ENQUIRY' button.

Questions with an Asterix (*) are mandatory questions and will need to be answered before you are able to submit your booking enquiry.

Questionnaire

STK Town Hall - Standard Hire | 0 out of 26 answered

Purpose of Hire *

- Wedding
- Private Party
- Fundraiser
- Awards
- Stalls/Market
- School Event
- Concert
- Meeting
- Conference
- Exhibition
- Public Speaker
- Memorial
- Religious Celebration
- Dinner Dance
- Other

What is your preferred set up configuration? *

- Theatre
- Banquet with dance floor

Once you have completed the questionnaire, select Continue at the bottom of the page to save your answer and continue with your booking.

Have you hired this venue before? *

- Yes
- No

Please provide any additional comments/information regarding your event below.

Enter your answer

CONTINUE

Add more spaces to your booking

For events requiring more than one space at a particular venue, such as a kitchen, meeting room or pavilion, you can add these to your booking by selecting **Add More Venues** and following the Make a Booking process.

The screenshot shows the 'Booking Details' step of the booking process. A red arrow points to a button labeled 'ADD MORE VENUE(S)' which is highlighted with a red box. The main content area displays details for the 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)' including the address, date (28 Jul 2021), attendees (3), start time (8:30 AM), and end time (12:00 PM). A 'CONFIGURATION' section shows 'HTH Default'. On the right, a 'BOOKING DETAILS' sidebar shows '1 Venue(s)' and a 'SUBMIT ENQUIRY' button.

NOTE: You will only be able to select venues that are compatible with the primary venue booking. If you can't see your secondary venue within the secondary category, you will need to create a new booking for this venue.

All additional venues booked will be listed in your booking cart.

This screenshot shows the 'Booking Details' step with two venues added to the booking cart. The main content area lists 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)' and 'Banquet Kitchen - St Kilda Town Hall : SKTH Banquet Kitchen (Standard Hire)'. The 'BOOKING DETAILS' sidebar on the right now shows '2 Venue(s)' and a 'SUBMIT ENQUIRY' button.

Add more dates to your booking

Sometimes your event may require more than one day. In order to add additional days for your event, select **Add More Venues** and add the space for the additional day following the Make a Booking process.

All days selected will be listed separately within your booking cart.

The screenshot displays a booking interface. At the top, there are dropdown menus for 'Please select a Category' (Venue Management) and 'Please select an Event'. Below these is a text field for 'Your Event Name'. A prominent button labeled 'ADD MORE VENUE(S)' is visible. The main area shows two venue listings for 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)' at '99A Carlisle Street, St Kilda Vic 3182'. The first listing is for '28 Jul 2021' with '3' attendees, a start time of '8:30 AM', and an end time of '12:00 PM'. The second listing is for '29 Jun 2021' with '4' attendees, a start time of '12:00 AM', and an end time of '8:30 AM'. Both listings include a 'CONFIGURATION' section set to 'Default' and buttons for 'ADD EXTRA', 'EDIT', and 'DELETE'. To the right, a 'BOOKING DETAILS' sidebar shows a summary of the two bookings with prices: 'AUD\$630.01' for the first and 'AUD\$1,800.00' for the second. A 'SUBMIT ENQUIRY' button is at the bottom of the sidebar.

Edit your booking information

If you need to amend the date, time or number of attendees of your booking, select **Edit**

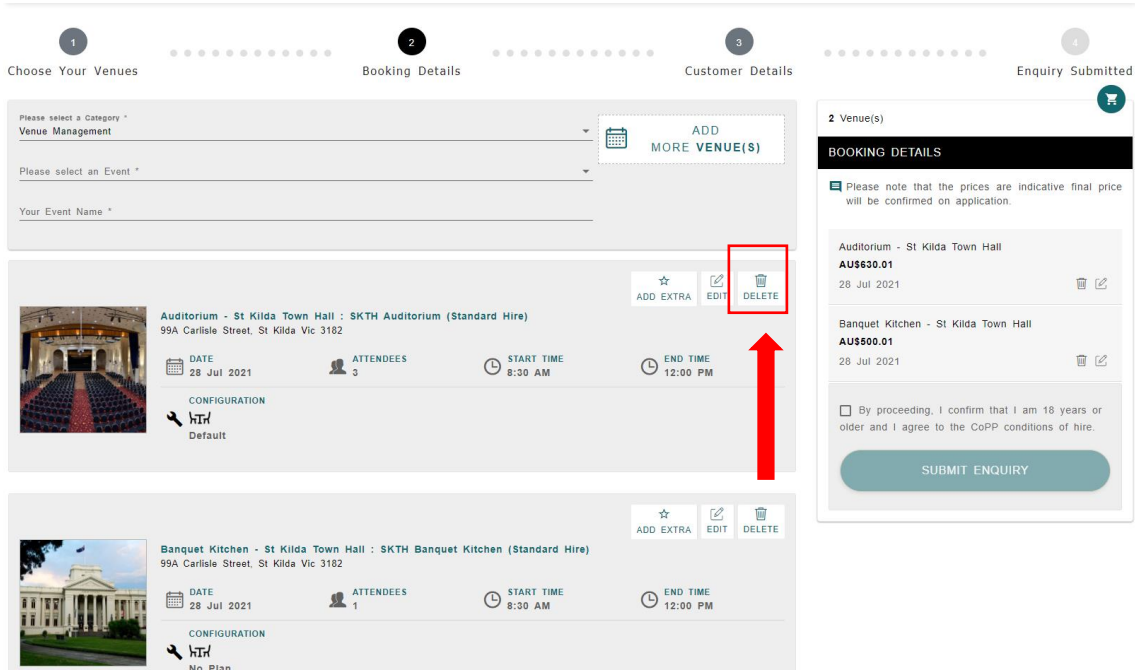
The screenshot shows a booking management interface. On the left, there are two booking cards for the 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)'. The top card is for 28 Jul 2021 with 3 attendees, starting at 8:30 AM and ending at 12:00 PM. The bottom card is for 29 Jun 2021 with 4 attendees, starting at 12:00 AM and ending at 8:30 AM. Both cards have an 'EDIT' button highlighted with a red box. A red arrow points from the 'AD MORE VENUE(S)' button at the top to the 'EDIT' button. On the right, there is a 'BOOKING DETAILS' panel with a 'SUBMIT ENQUIRY' button.

This will take you back to the **Book Now** screen allowing you to change your selections

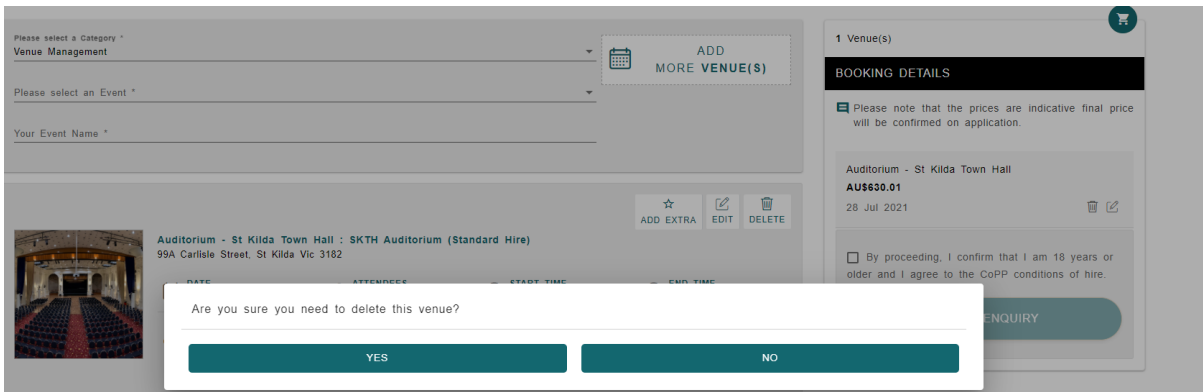
The screenshot shows the 'Book Now' screen for the 'SKTH Auditorium (Standard Hire) - Auditorium - St Kilda Town Hall'. It features a date selector set to '08 Jul 2021', a 'Number of Attendees' dropdown set to '100', and time selectors for 'Start Time' (12:00 AM) and 'End Time' (11:59 PM). An 'Available time slots' section shows a green bar for '12:00 AM to 11:59 PM'. Below this is a timeline from 12:00 am to 12:00 am with a color key: Closed (red), Available (green), Unavailable (grey), Selected (dark green), Bump In/Out (blue), and Blocked (orange). The 'Selected Option' is 'SKTH Auditorium (Standard Hire)-1 more options available'. At the bottom, the 'Estimated Price' is 'AU\$1,800.00' and there is an 'UPDATE BOOKING' button.

Delete items

If you no longer wish to include an item in your booking, you can remove it by selecting **Delete**

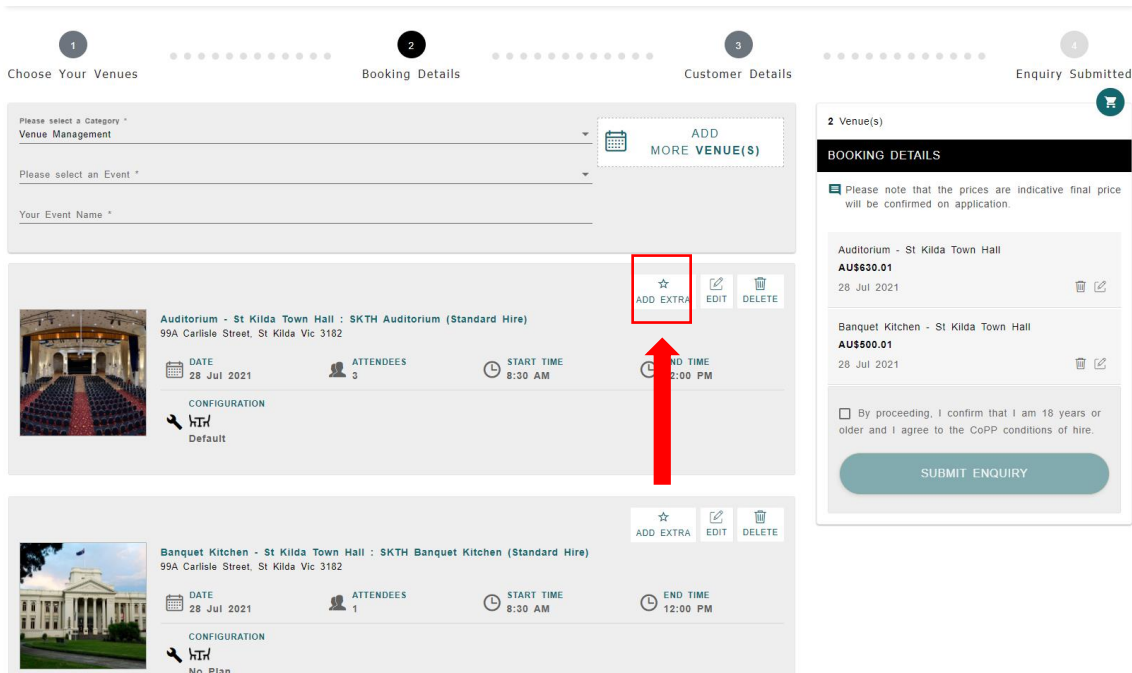


You will receive a confirmation message prior to deleting the item

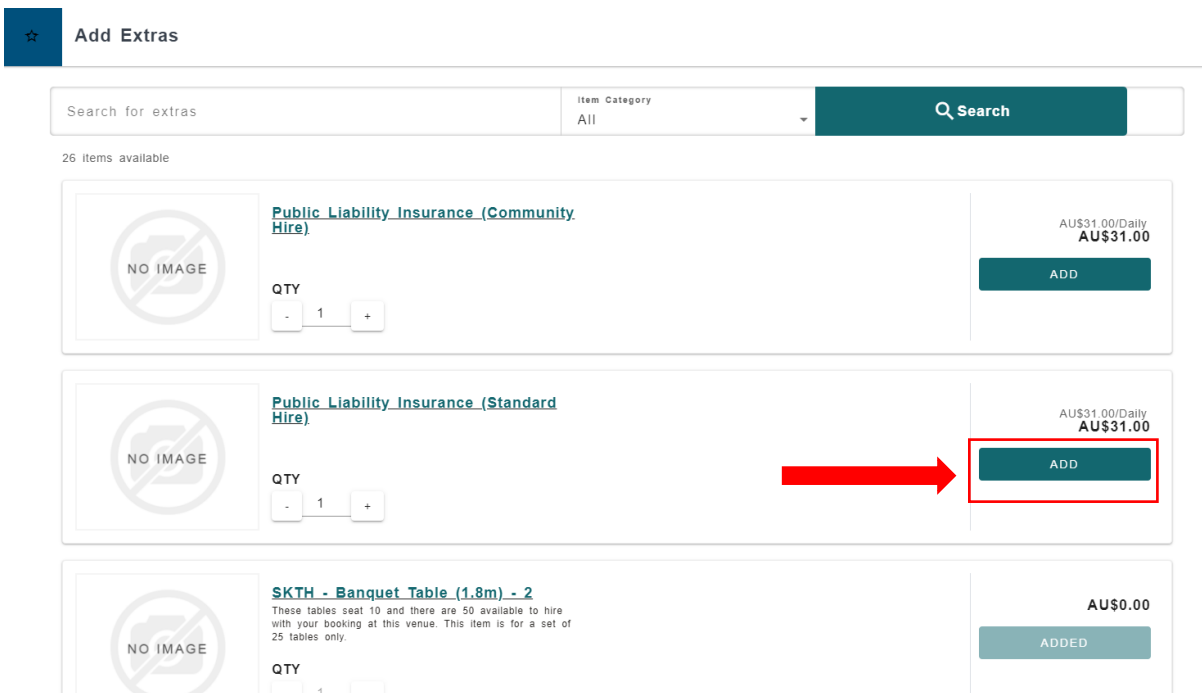


Adding resources

Many of our venues have resources that you may include in your booking such as chairs, microphones and tables. To add a resource, select the **Add Extras** button.



You will then be taken to the **Add Extras** screen, where you can view and select your preferred extras by selecting **Add**



Once you have found all your preferred extras, close out of the Add Extras screen and you should see all your resources listed separately within your booking.

The screenshot displays the booking interface for the 'Auditorium - St Kilda Town Hall : SKTH Auditorium (Standard Hire)'. The main details include the date (30 Jun 2021), attendees (100), start time (8:30 AM), and end time (2:00 PM). Below this, there is a section for 'Extras for this facility' which lists two items: 'SKTH - Banquet Table (1.8m) - 2' and 'Public Liability Insurance (Standard Hire)'. To the right, a 'BOOKING DETAILS' sidebar shows the total price of AU\$990.02 and includes a 'SUBMIT ENQUIRY' button and a 'SIGN IN' button.

Upload documents

Some events require you to include documents within your application. In order to speed up the assessment of your booking you may include these documents with your booking enquiry.

To upload new documents to your booking, scroll down to the document section and either drag and drop or upload your files where prompted

This screenshot shows the 'Extras for this facility' section from the previous image, with a red box highlighting the document upload area below it. The upload section is titled 'Upload your Documents (Maximum file size 3MB)' and features a dashed border containing a file icon and the text 'Drop file here or [Select a file from your device](#)'.