

EVENT SPONSORSHIP COVER APPLICATION FORM

APPLICANT'S DETAILS

Name of organisation:

Postal address:

Contact name:

Position:

Phone:

BH:

AH:

Mobile:

Email:

What is the legal status of your organisation? (eg Incorporated, Association, etc.)

If not-for-profit please attach evidence - such as charter/constitution showing no personal gain will be available to members, charitable status advice or a statutory declaration

Please select:

Profit or Not-for-Profit

If not-for-profit:

Constitution, tax ruling or other document confirming not-for-profit status is attached

Is your group/organisation
registered for GST?

Yes

No

If applicable, please provide:

ABN:

ACN:

EVENT DETAILS

Name of event:

Location of event:

Proposed date/s of event:

If the event is on Council land/ premises, have you booked this space with Council?	Yes	No
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How many people will be involved in your event? (Estimate)

How many people will come from outside Orange for the day? (Estimate)

How many people will stay overnight? (Estimate)

Please provide an outline of the event, including a summary of proposed activities and schedule:

EVENT BUDGET

Please outline the proposed income and expenditure budget for the event

Income Source (cash)	\$
eg: Organisation X	\$ 1000.00
	\$
	\$
	\$
	\$
	\$
Orange City Council Event Sponsorship request	\$
Total Income	\$
Expenditure Items (cash)	\$
eg: Marketing - 8 x TV adverts	\$ 2000.00
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Expenditure	\$
Total Income and Total Expenditure must equal	\$
In-kind Contributions	\$ Value of In-kind Contributions
(People's time/ value: Based on May 2017 to May 2018 Australian Bureau of Statistics (ABS) figures, volunteers are now worth \$41.72 per hour)	
eg: letter drop/ street walk - 1 hour, 1 person	\$ 41.72
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total In-kind Contribution Value	\$

DECLARATION

On behalf of: (name of organisation if applicable)

I certify to the best of my knowledge that the statements made in this application and any supporting documentation are true.

I understand that should this application be approved by Orange City Council, I may be required to submit any requested Tax Invoices, plans or reports and will be required to enter into an Event Agreement with Council.

I declare that the Organisation will provide all required paperwork, including a Certificate of Currency of Public Liability Insurance (to a minimum of \$10 million) with Orange City Council noted as an interested party.

Signed

Date

Print name

Position in organisation

The information you provide will be handled in accordance with the Privacy and Personal Information Protection Act 1998. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, your application may be unable to be processed. Any personal information collected from you will be in order to process your application.