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| Preliminary Event Form |  |

# Information

An event is classified as anything that takes place on council owned or managed land, or public land and is open to the public (ticketed or free). To host an event on Council owned or managed land, you must submit an Event Application form, along with supporting documentation to Council at least twelve (12) weeks prior to your event (unless your event impacts a road where the application must be received sixteen {16} weeks ahead). If you’re asking Council for financial or In-Kind Support for your event you must make application during Council’s two Funding Round periods; opening 1 March and closing 15 April, and opening 1 August and closing 15 September each year.

# Event Details

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| Name of Event: | Date: |
| Location: | Time: |
| Event Organiser: | Expected Numbers: |
| Type of Event: | |
| Provide a brief description of the event:  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | |
| What is the aim or purpose of the event:  …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………. | |
| Describe the benefits your event will deliver to the local community:  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | |

# Council Involvement

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| ❒ Donation  ❒ In-Kind Support (Equipment/Labour)  ❒ Park/Grounds Hire  ❒ Venue/Hall Hire  ❒ Councillor/Mayor attendance  ❒ Advertising/Marketing  ❒ Activity Application (Section 68)  ❒ Road/Parking – eg health van |
| Do you require a full or partial temporary road closures? |
| If yes please provide details:  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| Will activity be taking place on the footway or sidewalk adjacent to the road? |
| Will you require additional bins or waste removal? |

# Your Details

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| Name: |
| Address: |
| Phone: |
| Email: |
| Signature: |