

# APPLICATION FOR COMMUNITY EVENT SPONSORSHIP

Individuals or organisations may apply for a maximum of \$1,000 of financial assistance or a maximum of \$1,000 worth of in-kind value. Before submitting an application form please read Council's Community Event Sponsorship Guidelines.

## APPLICATION DETAILS

Name of organisation

Name of event/activity

Contact person  
Name

Position

Postal address

Street number

Street name

Suburb

State

Post code

Contact phone number

Email address

If this application is successful, who would the monies be payable to?

Is your organisation based within the Penrith local government area?

Yes

No

How is your organisation funded?

What is the legal status of your organisation?

Incorporated association

Company/limited by guarantee

Non-profit cooperative

Government body

Other

Is the proposed event/activity to take place within the Penrith Local Government Area?

Yes

No

Is this a free event?

Yes

No

If no, what is the cost per person?

What is the total cost of your event?

Have you received assistance from Penrith City Council in the past?

Yes

No

If yes, please advise the year, and what assistance was provided.

## LOCATION DETAILS

Location(s) of event/activity

Proposed start date

Proposed start time

Proposed end date

Proposed end time

How much money are you requesting from Council? (maximum amount given is \$1,000)

What is the expected number of attendees/participants for your event/activity?

Describe the target market(s) for your event/activity

Will the event/activity be carried out in partnership with other organisations or agencies?

Yes

No

If yes, please give details.

What does your group/organisation do and why?

.....  
Briefly describe the aims of the organisation.

Please give a brief description of the event/activity.

If in-kind assistance is required, please outline what goods or services you wish to receive from Council and what they will be used for.

If monetary assistance is required, please outline how these funds will be spent or will contribute to the event/activity.

Please outline the history of this event/activity.

What benefit does the event/activity offer to the Penrith community?

In the event of cancellation, how will you advise Council?

What basic sponsorship benefits will you offer to Council?

Logo inclusion on event signage (provided by sponsor)

Opportunity to display Council signage at the event (provided by Council)

Logo inclusion on promotional flyers/posters/website/social media/programs

Sponsor recognition with media

Opportunity for the Mayor to present a speech

Other

## INSURANCE DETAILS

Do you have Public Liability Insurance? Yes No

If yes, please give details.

Insurance company

Name of underwriter

Policy number

Amount

Expiry date

.....  
Please provide a copy of public liability insurance with application.

## ACCOUNT DETAILS FOR EFT TRANSACTIONS

Name of Bank / Financial Institution

Branch

Account name

BSB number

Account number

EFT Reference Code

ABN

**I certify to the best of my knowledge that the statements made in this application are true. I understand that should this application be approved by the Penrith City Council, I will be required to accept the terms and conditions in accordance with the Council's accountability and reporting requirements.**

Signature

Date

Print name

Position

**Please tick the box to confirm you agree with the Terms and Conditions outlined in the Community Event Sponsorship Guidelines.**

Please tick

**Please tick the box to confirm you have you attached Public Liability Insurance and proof of event.**

Please tick

For further information or assistance prior to submitting an application please contact:

Telephone: **02 4732 8060** or email: **slee@penrithcity.nsw.gov.au**

Please return completed applications to:

Email: **slee@penrithcity.nsw.gov.au** or post: **PO Box 60 PENRITH NSW 2751**

Or lodge in person at:

Penrith City Council Civic Centre

601 High Street PENRITH

**ATT: Shelley Lee**

## OFFICE USE ONLY

### Notes

Date submitted

## CONTACT US

Penrith City Council  
601 High Street  
PENRITH NSW 2750

PO Box 60  
PENRITH NSW 2751

**PHONE:** (02) 4732 8060

**FAX:** (02) 4732 7958

**EMAIL:** council@penrithcity.nsw.gov.au

**WEB:** www.penrithcity.nsw.gov.au