



Event Equipment Sponsorship (up to \$500)

To support events with small equipment needs only with no option for delivery or return of equipment (4 week assessment).

Organisation/applicant name	
Postal address	
Application prepared by	
Position	
Phone	
Email	

Is your organisation registered for GST?	YES	NO
Please provide your organisation's Australian Business Number (ABN)		
Are you being auspiced by another organisation?	YES	NO
If YES please provide details and attach evidence		
Organisation name		
Incorporation number		

Event details	
Event name	
Event date(s)	
Event venue	

Event summary 150 word description

Equipment Sponsorship Request – Equipment only – No option for delivery or return
Collection
Date and Time:

Return
Date and Time:

Equipment - (Collection Only)	Fee per unit	Required	Collected	Returned	Total Cost
Rubbish Bin - General Waste	\$22.50				\$
Rubbish Bin - Recycling	\$22.50				\$
Barricade Mesh - 30 or 50 mt rolls (Maximum 10)	\$2.70				\$
Bollards (Maximum 50)	\$3.70				\$
Wooden Droppers (Maximum 50)	\$2.70				\$
Extendable Cone Bar (Plastic) (Maximum 30)	\$2.60				\$
Witches Hats (Maximum 50)	\$2.70				\$
High-Vis Vest	\$2.70				\$
3-Phase Power Distribution Board (Maximum 2)	\$108.00				\$
Cable Covers per piece – 1m (L) x .27m (W) (Maximum 20)	\$10.80				\$
Crowd Control Fencing per piece – 2.5m (W) (Maximum 30)	\$16.10				\$
Community Events Sign (Maximum 2)	\$11.50				\$
Accessible Parking Sign & Stand (Maximum 2)	\$11.50				\$
Aluminium Seating - 3m (L) x 1.3m (D) x 1.3m (H) (Maximum 8)	\$104.00				\$
				Total Payable	\$

Internal Use Only - Record to be actioned Payroll Officer then to Senior Finance Officer on completion of event. (PDF file only)

Name and Employee Number:		Staff Hours:		Date:		W/O:	W	.705
Charge Details: W/O	/ 736.254	Equipment Fee/Income:	6350.1305.174					
Journal Date:		Journal Number:						

Please note – Any additional requests for support not included in this application will incur a cost as determined by the current Schedule of Fees and Charges Event Support. Local Government accounts for all costs to the organisation whether they be direct or in-direct.

Are you considering applying for use of a Council venue? <i>If yes, please attach completed Venue Hire Form</i>	YES	NO
Are you considering using Council land? <i>If yes, please attach completed Special Event Permit Application</i>	YES	NO

Please note – *if you are in the process of negotiating access to a Council venue, you will need to complete the Venue Hire Form or/and the Special Event Permit Application before we can consider this application.*

Event Equipment Sponsorship Terms and Conditions - Submission of this form does not guarantee availability

Council does not accept responsibility for any damage or injury to the hirer or the hirer's invitees or to any property arising from the hire and use of the resource by the hirer. The hirer agrees to indemnify and to keep indemnified the Council, its servants and agents and each of them from and against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the hire and use of the resource.

The hirer must ensure proper use and will only use the resource for the purpose it was hired for, and in accordance with the instructions provided. The hirer must consider own safety before and during use, and cease using the resource and take reasonable actions to ensure safety of themselves and others if any safety risk arises during the hire. The hirer should inspect the equipment at pick-up and verify that the equipment is in good condition with no damage or identifiable defects.

At all times all resources remain the property of the City of Mount Gambier. Loss or damage to the resource is the sole responsibility of the person borrowing the resource or the organisation/club represented by that person. The resource is to be returned on the date specified above unless otherwise arranged by contacting City of Mount Gambier.

I acknowledge that I am responsible for the equipment during the period of loan and agree to remain liable for the cost of replacement in the case that any item is lost, stolen or damaged.

Declaration

I acknowledge that the above information provided in this application is true and correct and I have read the above Event Equipment Sponsorship Terms and Conditions. I further agree that this booking will be revoked upon any breach of the conditions.

Name

Signature

Date

Before submitting your application, please ensure you have attached the following:

Proof of Public Liability Insurance to the value of at least \$20 million with a geographical location of Australia and/or worldwide.

Please return completed form via email to city@mountgambier.sa.gov.au or contact (08) 8721 2555.

Please note – *Please note: It is a condition post approval that Council's in-kind contribution be acknowledged, for this, City of Mount Gambier banners will be provided upon equipment collection.*

Post event please return these banners to the Riddoch Arts and Cultural Centre located at 1 Bay Road, Mount Gambier.