

EVENT ACTIVITY/PROJECT APPLICATION FORM

Please make sure you read the New Winter Event Artist and Creative Guidelines before you submit your application.

If you run out of space, please attach your response to the application and make note of this attachment in the form.

If you have any issues in completing the form, please contact Council's City Events Officer - Janine Chandler at Janine.chandler@maitland.nsw.gov.au

ABOUT YOUR EVENT ACTIVITY/PROJECT AND GROUP

EVENT ACTIVITY/PROJECT NAME:

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EVENT ACTIVITY/PROJECT LOCATION/S (must be based within the Maitland Local Government Area)

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EVENT ACTIVITY/PROJECT CONTACT PERSON:

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BUSINESS NAME IF APPLICABLE:

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PUBLIC LIABILITY INSURANCE: ☐ YES ☐ NO

ABN:

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EMAIL:

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PHONE:

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ADDRESS:

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EVENT ACTIVITY/PROJECT CATEGORY:

- ☐ Live Performance
- ☐ Art Installation
- ☐ Interactive Activities
- ☐ Film/Story Telling
- Other, describe

Please provide a brief description of your proposed event activity/project. If appropriate, please attach concept drawings of your idea to help us visualize your proposed event activity/project.

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Will this be the first time your event activity/project will be run?

- ☐ Yes
- ☐ No - if no please share where/when this event activity/project has previously taken place?

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Will your event / activity / project be active / take place during:

- ☐ The whole duration of the event (18 – 25 June 2022)
- Or
- ☐ for a fixed time / period during the event

If for a fixed time / period what dates / times are you proposing for your event activity/project to take place during the New Winter Event. Note: The new winter event dates are proposed for Saturday 18 June to Saturday 25 June 2022 inclusive.

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What is the estimated duration of your event activity/project. Eg 1hr/ all day

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How does your event activity/project fit with the theme - 'Light & Dark'

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Will your event activity/project be free for event attendees to enjoy or will it be ticketed? If ticketed, please provide some detail.

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Is your event activity/project something that event attendees can engage with or participate in? If so, how?

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Is there anyone else that you plan to involve for the delivery of your event activity/project? Eg schools, community groups other creatives.

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Is the proposed event activity/project location public or private land)?

☐ Public ☐ Private land

If it is not public land, have you had initial discussions about your event activity/project with the landowner?

☐ Yes ☐ No

What is the proposed location currently being used for?

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Please provide examples of previous work/projects (links to websites, social media)

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BUDGET

Amount requested must be between \$500 and \$5,000 excluding GST if applicable. If your event activity/project is expected to exceed \$5,000 limit, we ask that you speak with Council's City Events Officer - Janine Chandler on 02 4931 2859 or Janine.chandler@maitland.nsw.gov.au prior to forwarding this application form.

List in the table below any cash income you will receive from any other sources for this event activity/project.

Please also list proposed cash expenditure (provide copies of quotes where possible). Examples of project items may include materials, contractor fees, venue hire, equipment hire, approval fees, insurance etc.

EVENT ACTIVITY/PROJECT EXTERNAL CASH INCOME	ITEM AND DESCRIPTION	AMOUNT
(If applicable)		
	TOTAL EXTERNAL CASH INCOME	

PROJECT EXPENDITURE	ITEM AND DESCRIPTION	AMOUNT
(Please list items in as much detail as possible, if you have quotes, please attach them to your application).		
	TOTAL PROJECT EXPENDITURE	

TOTAL AMOUNT REQUESTED FROM MAITLAND CITY COUNCIL	
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All application should be directed to the Events Officer – Janine Chandler. Submissions must be sent digitally.

EMAIL:

Janine.chandler@maitland.nsw.gov.au

APPLICATIONS CLOSE: SUNDAY 21 NOVEMBER 2021

All applications will be notified by Thursday 25 November if they have been shortlisted.