

Event Application Form

Section A – The Applicant

1. Name of Applicant (individual/organisation etc.)

2. Give details of one contact person for this application

Name: _____

Position: _____

Address: _____

Telephone: _____

Mobile No: _____

Fax: _____

Email: _____

Website: _____

3. Status of the organisation/applicant (Please tick)

Registered Charity

Company Limited by Guarantee

Individual

Partnership

Voluntary Organisation

Other (please specify).....

4. Insurances

Please provide evidence of current insurances in place:

	Employers Liability	Public Liability
Level in place: €		
Details of any excesses: €		
Name of Insurance Company:		
Expiry Date		

Candidates must provide evidence of insurances in place by way of copies of Insurance certificates or a note from their insurer confirming levels in place and confirmation from the insurance company that an indemnity for Cork City Council to the minimum levels outlined below will be available.

Please note that if successful the minimum levels of Employers Liability of €13 million and Public Liability of €6.5 million will be required.

5. What does your organisation do?

6. Has the organisation a proven track record of event organisation and delivery? If yes, please give examples. Please outline how you propose to manage the event and draw up the necessary documents._____

Section B – The Event

7. Title of the Event

8. Proposed/requested location of event.

9. Date(s) and times of event (incl. Times and Dates of Set up and de-rig, please identify each element separately)

10. Does the event have to take place on this date or could the event be moved to a different time of the year?

11. Brief description of the event

12. Name Key Event Personnel and provide details of their relevant experience and qualifications (Event Manager, Safety Officer, Chief Steward, PR and Marketing Personnel etc.)

13. Will the event be free of charge? (If not, please outline charges on separate sheet if necessary)

14. What is the reach of the event? (E.g. local, national or international)

15. How many people will participate in the event and where will they come from?

16. What is the events target audience? (E.g. family, youth, adults, ethnic groups etc.)

17. How many people are expected to attend the event?

18. On what do you base this projection? (E.g. past events, venues size etc.)

19. Outline what community and commercial value the event will provide

20. How will the event be marketed to this target audience?

21. What media coverage do you expect your event to attract?

22. What monitoring mechanisms are in place to assess the production and safe quality of the event, evaluate visitor numbers and monitor press coverage?

23. If the event is not a one-off activity, what is the long-term vision for the event and how is it anticipated that it will develop?

24. Outline the production infrastructure/equipment you intend to use (e.g. stage, stalls, food, marquees, pa, sound system, generators, etc). Please note this information is important in order to assess suitability of proposed venues.

Note: You should not assume that Cork City Council has prior knowledge of you, your group or organisation or you activities.

Section C – Financial Details (must be completed by all applicants)

25. What is the total estimated cost of the event?

26. Has the organisation received funding from any section of Cork City Council for events in the past? (If yes, please give details)

27. What is the main purpose of this funding?

28. Please provide a detailed budget for the event (use the following headings as a guideline) and please outline an individual cost for each item under each heading e.g. under production – individual costs for staging generators etc – if necessary, an additional page with this information may be submitted with this form)

Expenditure

(Incl. VAT if applicable)

Item:	Estimated Cost
Artistic (performer's fees, workshop costs etc)	_____
Production (staging, generators etc.)	_____
Public Health & Safety (barriers, policing, stewarding etc)	_____
Environmental (clean-up, road closures etc.)	_____
Marketing (posters, adverts etc.)	_____
Administration and Overheads (Staff costs, salaries and fees)	_____
Other (please specify)	_____
_____	_____
_____	_____
Total	_____

Income

Public Sector (including other CCC funding sources)

Organisation	Amount	Status (Pending/confirmed)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Private/Commercial Sector

Company	Amount	Status (Pending/confirmed)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Event Income

Type of Income (Concessions, admission charges etc.)	Amount	Status (Pending/confirmed)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total _____

Estimated surplus/Deficit (if any) _____

29. Have you entered into any other sponsorship agreements with other parties? If so, what are the details (i.e. title sponsor, associate sponsor, branding details etc.)?

30. Any additional information you wish to provide in support of this application?

Note:

Please note the following when completing the application form:

- ❖ Income/Sponsorship, (either in cash or in kind), should be evidenced by letters of support and/or confirmation from the funding sources.**

- ❖ Applicants are strongly encouraged to ensure that their budget is clear and accurate and supported by appropriate documentation.**

- ❖ Each section should be completed in full with due regard for the provision of supplementary information where applicable. Failure to fully complete the forms may invalidate your application.**

Declaration Form

I/We certify that all information provided in this application and all the information given in any documentation submitted in support of this application is truthful and accurate.

I/We understand that any materially misleading statements (whether deliberate or accidental) given at any stage during the application process could render the application invalid and the applicant liable to return any money already paid out by Cork City Council.

I/We also undertake to notify Cork City Council of any changes in the event's/organisation's circumstances that could affect this application

Signed: _____

Name (print): _____

Date _____