**Nelson City Venue Fund Application Form**

Nelson City Council wishes to support a diverse range of community events within its venues. A venue community rate is available to many groups that qualify, nonetheless, requests are sometimes made for further financial support.

Applicants need to complete all sections of this form. Please contact the Events Liaison at the Nelson Regional Development Agency if you need any assistance (contact details at end of form).

**Section 1: Applicants details**

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Name of organisation |  | |
| 1.2 | Name of contact person |  | |
| 1.3 | Contact person details | Telephone: | Email: |
| Mobile: | Website: |
| 1.4 | Is your organisation a legal entity? | Yes No | |
| 1.5 | If yes, please indicate what type  *(please circle)* | Incorporated Society Trust  Association Company | |
| 1.6 | Is your organisation registered for GST? | Yes No | |
| 1.7 | If yes, what is your GST number? |  | |
| 1.8 | Name of event organiser *(if different to above)* |  | |
| 1.9 | What insurance (and its value) does your organisation carry?  E.g. Public liability |  | |

**Section 2. Event details**

|  |  |  |
| --- | --- | --- |
| 2.1 | Name of Event |  |
| 2.2 | Description of Event (one sentence) |  |
| 2.3 | Date(s) of Event |  |
| 2.4 | Where is your event being held?  e.g. at what venue(s) |  |
| 2.5 | Is the event?  *(please circle)* | One-off Annual Biannual Other |

**Section 3. Event description (briefly outline/describe)**

|  |  |  |
| --- | --- | --- |
| 3.1 | What is the purpose of the event and what do you hope to achieve? |  |
| 3.2 | How does your event align with relevant Council Policy? e.g. how do you plan to minimise waste at the event? How does your event support Council’s [Sugar Sweetened Beverages Policy?](http://www.nelson.govt.nz/council/plans-strategies-policies/strategies-plans-policies-reports-and-studies-a-z/sugar-sweetened-beverages-policy) |  |
| 3.4 | What is the venue hire estimated amount?  Please provide a copy of the Booking Estimate if this has been provided by the venue management. |  |
| 3.4 | Why should your event receive a discount? |  |

**Section 4. Supporting Documentation**

Please provide copies of each of the following with your application form.

|  |  |  |
| --- | --- | --- |
|  | **Documents**  (*Please note: If you have any questions please contact the NRDA for advice on what is required for your Venue Fund Application)* | Included (Tick) |
| **4.1** | **Resources and consents - examples include;**   * Alcohol licence * Road closure * Traffic management Plan * Resource consents (noise, light, hours, placement and size of structures, parking) * Building consent (if erecting a structure larger than 10m2) * Fire / explosives permit |  |
| **4.2** | **Certificate or documentation confirming legal entity**   * Evidence of the legal status of the organisation |  |

Signed by:

Name(s): ………………………………………………………………………………………………………………

Position(s): ………………………………………………………………………………………………………………

Signature(s): ……………………………………………………………………………………………………………….

For and on behalf of:

Organisation: ……………………………………………………………………………………………………………….

Date: …………………………………………………….

Please send the completed application form and supporting documentation to:

Rebecca Leach (DD: 03 923 2055) [Rebecca.leach@nelsontasman.nz](mailto:Rebecca.leach@nelsontasman.nz)

Events Liaison Nelson Regional Development Agency

PO Box 788, Nelson 7040