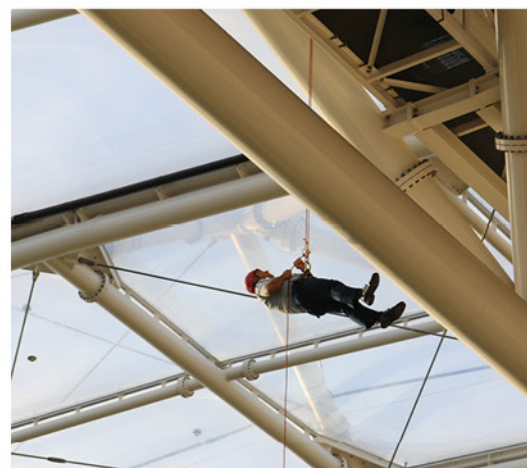


dunedin venues



2020 | Dunedin Centre Community Events Funding Application

dunedinvenues.co.nz

Events that do not qualify for funding are listed below. Please check your application against these criteria prior to applying.

1. Events/projects run by and for the benefit of commercial or profit-oriented organisations.
2. Where a cash payment must be paid to attend (koha/donation are exempt).
3. Events/projects that have already taken place (no retrospective funding).
4. Events/projects that have a political or religious purpose.
5. Events/projects whereby an organisation, group of people or a person financially benefits from the Community Event Grant (registered charitable organisations exempt).

Applications Open: 2nd September 2019

Applications Close: 30th September 2019, 5pm

For Events Held: 1st January 2020 – 30th June 2020

Please ensure you have read the Community Events Funding Policy for the Dunedin Centre prior to completing this form.

Completed applications can be submitted through one of the following options:

- Email to info@dunedinvenues.co.nz
- Hand deliver to Dunedin Venues Management Limited reception at Forsyth Barr Stadium (Door J)
- Post to:
130 Anzac Avenue
PO Box 5506, Dunedin 9054

You will be sent an email to confirm your application has been received.

1. APPLICATION INFORMATION

Funding Applicant Details

Group/Name of Organisation	
Contact Name	
Address	
Contact Number(s)	
Email	
Website	

Event Organiser Details (if different from Funding Applicant)

Group/Name of Organisation	
Contact Name	
Address	
Contact Number(s)	
Email	
Website	

Status of Applicant/Organisation (tick – certification may be required)

- Charitable Trust
- Incorporated Society
- Limited Liability Company
- Not for Profit
- Other

Main Purpose of Organisation (tick)

- Cultural/Arts
- Social/Community/Health
- Sporting
- Educational
- Other (please specify)

Have you requested or been granted other funding for this event (tick)

No

Yes (please specify who you applied to, whether you were allocated funding, and if so, to what value)

From what source/s did you hear about this Community Event Funding (tick)

Social Media

Radio

Newspaper

An email from Dunedin Venues

Other (please specify)

2. EVENT INFORMATION

Name of Event:

Date of Event

First Preference Date:

Second Preference Date:

Regular event with multiple dates:

Please ensure you refer to the Calendar in APPENDIX ONE for available dates before completing.

Type of Funding Requested (tick)

The type and level of funding requested is, please tick:

- 100% Venue Rental and Event On-Charges (Free Event for all or a donation requested)
- 50% Venue Rental and Event On-Charges (Ticketed Event)

Please ensure you refer to Rate Card in APPENDIX TWO.

Pack in/Pack out (tick)

If the event requires a pack-in/pack-out day before and/or after the event, please tick:

- Pack-in
- Pack-out

If your event is to be 50% subsidised (i.e. you are charging an entry fee) please tick your preference:

- Guaranteed pack-in/pack-out date which requires 50% rental to be paid for the requested dates
- Non-guaranteed pack-in/pack-out date where no venue rental is paid. However this option can be terminated within 4 weeks of the event should a commercial booking for the space be received

Notes:

Participants / Spectators:

How many people do you expect at your event?

- Forecast number of spectators
- Forecast number of active participants

Financial: (tick)

Do you plan to charge a fee to participate or attend the event?

- No
- A Donation will be requested
- Yes the event will be ticketed (Please provide price brackets)

Spaces Required: (tick)

The Dunedin Centre space/s required for event:

- Dunedin Town Hall
- Glenroy Auditorium
- Fullwood Lounge
- Conference Room

Notes:**Event Summary/Objectives:**

In a few brief sentences, please describe your event and how it benefits the social, educational, cultural, environmental and or physical wellbeing of the Dunedin community.

Please advise what plans are currently in place for the event (please note, all plans must be made available on request): **(tick)**

- Event Delivery Plan (including back up venue plans)
- Business Plan
- Marketing Plan
- Floorplan layout
- Health and Safety Plan
- Risk Mitigation Plan
- Other

3. EVENT TYPE

Community Event Hierarchy

To assist all users, your event will be classed as a Type 2, 3, 4, or 5 at the time of booking. This determines the hierarchy of your event in terms of booking priority. For full definitions and criteria of all event types, please refer below.

No Type 2 event will be rescheduled or cancelled. This booking is firm.

Types 3, 4 and 5 may be cancelled or rescheduled should a Type 1 booking be accepted by Dunedin Venues Management Limited with **no less than twelve weeks' notice**.

Type 4 and 5 may be cancelled or rescheduled should a Type 2 booking be accepted by Dunedin Venues Management Limited with **no less than sixteen weeks' notice**.

Type 4 event takes precedence over Type 5 should there be two events applying for a single date. Incidental community events should not take precedence over confirmed Type 2, 3, 4 or 5 events.

Event Type

Please tick the appropriate boxes below to determine the Type of event proposed (please read all event types before completing):

Major Commercial Events (Type 1)

- An event where a hirer will pay in excess of \$10,000 for the hire of the space.
- An event with a projected attendance of 1,500 paying people.
- An event which gains National and/or International media exposure.
- The event requires no community funding.

Examples: Commercial Concerts and Events, Exhibitions and Conferences

Commercial Events (Type 2)

- An event with a projected attendance of approximately 1,000 paying people.
- An event which gains national media exposure.
- An event which may require subsidized community funding only.
- An event which requires a long lead in time due to the booking of production and entertainers

Examples: Concerts, Exhibitions, and Conferences

Large Community Event (Type 3)

- An event where the anticipated attendance is less than 1,000 paying people.
- An event which includes local and national entertainers.
- An event which requires community funding.
- Significant local media exposure.

Examples: Community Concerts and Fundraising Events

Medium Community Event (Type 4)

- An event where the anticipated attendance is 300 – 1,000.
- An event which requires full community funding.
- Some local media exposure.

Examples: School Productions

Small Community Event (Type 5)

- Events where the anticipated attendance is 25 - 299.
- An event which requires full community funding.
- No media exposure guaranteed.

Examples: Community funding/training seminar

1. DECLARATION

Please print, sign, and return this page with your application.

By signing below you agree that all information provided in this application is true and accurate and in accordance with the Dunedin Venues Management Limited Community Events Funding Policy 2019.

I/We

Full Name

Address

have formally applied for funding under the Dunedin Centre Community Event Fund and confirm and warrant that to my/our knowledge the details set out in the application are true and correct in all respects.

Signature


Date

2. CONSIDERATION OF APPLICATIONS

1. No late applications will be accepted.
2. The application process, from the deadline until notification, takes a maximum of eight weeks.
3. Once confirmation is received, applicants should enter their event on the Dunedin City Events Calendar at www.dunedin.govt.nz/events/tell-us-about-an-event/tell-us-about-an-event.
4. Applicants should endeavour to submit full and complete applications. Should an attachment be left out, the incomplete application will be returned to the applicant who has **one week** to return the amended application.

4. APPENDIX 1

Dates Available 1st January 2020 - 30th June 2020

2020 

January

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April




M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

-  Town Hall & Glenory Booked
-  Town Hall Booked
-  Glenroy Booked

5. APPENDIX 2

The following Venue Rental Charge and Event On-Charge costs are fixed;

Venue Rental and Event On-Charges – an explanation:

Below are the costs for venue rental and additional event on-charge allowance.

For non-ticketed/free events you can apply for 100% venue rental and 100% additional event on-charge allowance. (Reference Column 1)

For ticketed events you can apply for 50% venue rental and 50% additional event on-charge allowance. (Reference Column 2)

Dunedin Town Hall

Item	Column 1	Column 2
Town Hall Rental Per day/Event	\$5000	\$2500
Event On-charge Allowance available	\$2000	\$1000

Glenroy Auditorium

Item	Column 1	Column 2
Glenroy rental per day/event	\$2500	\$1250
Event On-charge Allowance available	\$1500	\$750

Fullwood Room

Item	Column 1	Column 2
Fullwood rental per day/event	\$1000	\$500
Event On-charge Allowance available	\$800	\$400

Conference Room

Item	Column 1	Column 2
Conference Room rental per day/event	\$600	\$300
Event On-charge Allowance available	\$300	\$150

Event On-Charges

The Event On-charge Allowance can be used towards the following:

- Security and Ushers (As determined by the Dunedin Venues Event Delivery Manager)
- Cleaning
- Stage extension install & removal (\$300 + GST per row of stage extension built)
- In house audio and visual equipment (no operator)
- Organ (\$300 + GST)
- Piano (\$200 + GST) – please note: piano tune is **NOT** covered and would incur an extra charge if required

*Please note any costs exceeding the event on charge allowance will be at the direct expense of the hirer.

The Dunedin Centre is equipped with basic in-house audio and visual technology. The following items

are included as part of the rental:

Dunedin Town Hall:

- Standard Stage wash lighting (no operator)
- Basic audio rigged (no operator)

Glenroy Auditorium:

- Standard Stage wash lighting (no operator)
- Basic audio rigged (no operator)

Fullwood Room:

- No AV or audio included in this room

Conference Room:

- Basic internal audio system (no operator)
- Visual projector

The following is **NOT** covered by the Event On-charge Allowance:

- Piano Tune
- Stage Ramp/Loading Ramp Usage
- Special lighting onto stage extension and/or full choir risers

*These costs will be discussed with hirer on a case-by-case basis.