

**Community Access Grant Application**

2020 | Dunedin Centre

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

**PRE-APPLICATION**

Before beginning your Community Access Grant application:

1. **Check that your event will be eligible to be considered for the Community Access Grant. The following types of events do not qualify for this funding:**

* Events or projects run by and for the benefit of commercial or profit-oriented organisations.
* Where a cash payment must be paid to attend (koha or donations are exempt).
* Events or projects that have already taken place (there is no retrospective funding).
* Events or projects that have a political or religious purpose.
* Events or projects whereby an organisation, group of people or a person financially benefits from the Community Access Grant (registered charities are exempt).

1. **Read the Community Events Funding Policy for the Dunedin Centre.**

**Applications open: 3 February 2020**

**Applications close: 2 March 2020, 5pm**

**For events held: 1 July 2020 – 31 December 2020**

**Once all parts of your application are completed, submit your application in one of the following ways:**

* Email to:

[info@dunedinvenues.co.nz](mailto:info@dunedinvenues.co.nz)

* Hand-deliver to:

Dunedin Venues Management Limited  
Reception, Door J, Forsyth Barr Stadium

* Post to:

Dunedin Venues Management Limited  
130 Anzac Avenue  
PO Box 5506  
Dunedin 9054

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

# APPLICATION INFORMATION

**Funding Applicant**

|  |  |
| --- | --- |
| **Group/Name of Organisation** | Click or tap here to enter text. |
| **Contact Name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Contact Number(s)** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |

**Event Organiser** (if different from Funding Applicant)

|  |  |
| --- | --- |
| **Group/Name of Organisation** | Click or tap here to enter text. |
| **Contact Name** | Click or tap here to enter text. |
| **Address** | Click or tap here to enter text. |
| **Contact Number(s)** | Click or tap here to enter text. |
| **Email** | Click or tap here to enter text. |
| **Website** | Click or tap here to enter text. |

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

Charitable Trust

Incorporated Society

Limited Liability Company

Not for Profit

Other

Click or tap here to enter text.

Main Purpose of Organisation (tick one)

Cultural/Arts

Social/Community/Health

Sporting

Educational

Other (please specify)

Click or tap here to enter text.

Have you requested or been granted other funding for this event?

No

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

Click or tap here to enter text.

**How did you hear about the Community Access Grant?**

Social Media

Radio

Newspaper

An email from Dunedin Venues

Other (please specify)

Click or tap here to enter text.

# EVENT INFORMATION

## Event Name

## Click or tap here to enter text.

**Event Details**

Event Date (first preference): Click or tap here to enter text.

Event Date (second preference): Click or tap here to enter text.

Regular event with multiple dates: Click or tap here to enter text.

Refer to the Event Calendar in APPENDIX ONE for dates available at the Dunedin Centre.

Event Start Time: Click or tap here to enter text.

Event Finish Time: Click or tap here to enter text.

**Pack-in / Pack-out**

Pack-in Date: Click or tap here to enter text.

Pack-in Start Time: Click or tap here to enter text.

Pack-out Date: Click or tap here to enter text.

Pack-out Finish Time: Click or tap here to enter text.

For ticketed events (i.e. if you are charging entry fee), tick your preferred option for pack-in/pack-out dates:

Guaranteed pack-in/pack-out date (50% rental to be paid by the hirer)

Non-guaranteed pack-in/pack-out date (no venue rental to be paid; pack-in/pack-out booking may be terminated within four weeks of the event should a commercial booking be received)

*Notes*

Click or tap here to enter text.

## Type of Funding Requested

The type and level of funding requested is:

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

50% Venue Rental and Event On-Charges (Ticketed Event)

Refer to the Rate Card in APPENDIX TWO before completing.

## Participants / Spectators

* Forecast number of spectators: Click or tap here to enter text.
* Forecast number of active participants: Click or tap here to enter text.

## Financial

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

No

Koha or donation will be requested

Yes, the event will be ticketed (specify price brackets)

Click or tap here to enter text.

## Spaces required

Dunedin Centre space/s required for event:

Dunedin Town Hall

Glenroy Auditorium

Fullwood Room

Conference Room

*Notes*

Click or tap here to enter text.

## Event Summary/Objectives

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

## Click or tap here to enter text.

## Please advise what plans are currently in place for the event (tick all that apply and attach copies to your application)

Event Delivery Plan (including options for backup venues)

Business Plan

Marketing Plan

Floorplan Layout

Health and Safety Plan

Risk Mitigation Plan

Other (please specify)

Click or tap here to enter text.

# EVENT TYPE

**Please indicate which of the following event types best describes your event** (we recommend that you read through all event types before completing this section).

# 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

# 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.

Type 2 events cannot be rescheduled or cancelled.

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

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

Type 4 events take precedence over Type 5 events, 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.

Please note that this fund does not support Commercial Events (Type 1 and 2).

# 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.

I/We Click or tap here to enter text.

Full Name

Click or tap here to enter text.

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.

Click or tap here to enter text. Click or tap here to enter text.

Signature Date

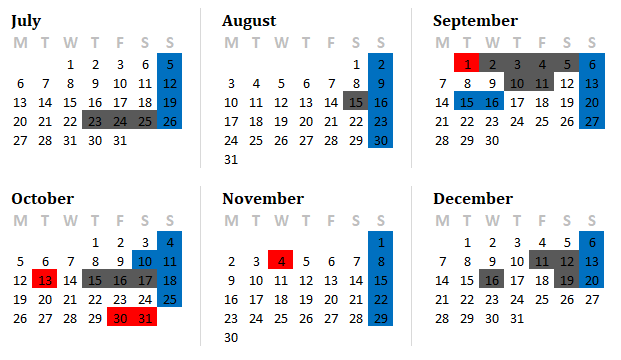
# CONSIDERATION OF APPLICATIONS

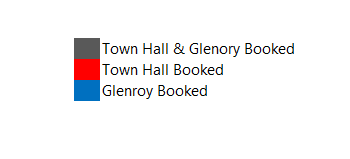
1. No late applications will be accepted.
2. The application process, from deadline until notification, takes a maximum of eight weeks.
3. Once confirmation is received, applicants should enter their event on the Dunedin City Events Calendar at www.dunedin.govt.nz/events/tell-us-about-an-event/tell-us-about-an-event.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

# APPENDIX ONE – Event Calendar

**Dates available at the Dunedin Centre 1 July 2020 – 31 December 2020**







# APPENDIX TWO – Rate Card

**Non-ticketed/free events**

You can apply for 100% venue rental and 100% additional event on-charge allowance.

**Ticketed events**

You can apply for 50% venue rental and 50% additional event on-charge allowance.

**Venue Rental**

|  |  |  |
| --- | --- | --- |
| **Dunedin Town Hall** | **Non-ticketed /  free events** | **Ticketed events** |
| Town Hall rental per day / event | $5000 | $2500 |
| Event On-charge Allowance | $2000 | $1000 |

|  |  |  |
| --- | --- | --- |
| **Glenroy Auditorium** | **Non-ticketed /  free events** | **Ticketed events** |
| Glenroy Auditorium rental per day / event | $2500 | $1250 |
| Event On-charge Allowance | $1500 | $750 |

|  |  |  |
| --- | --- | --- |
| **Fullwood Room** | **Non-ticketed /  free events** | **Ticketed events** |
| Fullwood Room rental per day / event | $1000 | $500 |
| Event On-charge Allowance | $800 | $400 |

|  |  |  |
| --- | --- | --- |
| **Conference Room** | **Non-ticketed /  free events** | **Ticketed events** |
| Conference Room rental per day/event | $600 | $300 |
| Event On-charge Allowance | $300 | $150 |

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)

*Conference Room*

* + Basic internal audio system (no operator)
  + Visual projector

*Fullwood Room*

* + No AV or audio included

**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)
  + Traffic Management (incurred if Harrop St is closed)

Any costs exceeding the event on charge allowance will be at the direct expense of the hirer.

The Event On-charge Allowance does not cover the following:

* + Piano tuning
  + Stage ramp / loading ramp usage
  + Special lighting onto stage extension and / or full choir risers

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