

The Barossa Council - Event Sponsorship Application Form

SECTION 1: APPLICANT DETAILS

Company / Organisation Name	
ABN	
Postal Address	
Primary Contact Name	
Position	
Email address	
Mobile Number	
Website/social media	
Are you incorporated?	☐ Yes ☐ No

SECTION 2: EVENT OVERVIEW

Event Name	
Event Description (200 words) Include what the event is and what is the purpose.	

Event Date/s & Time	
Event Location/Venue	
Expected Attendance	
Event Category	☐ Tier 1 ☐ Tier 2 ☐ Tier 3
How often is this event held?	☐ One-off ☐ Other (please specify)
Previous Years Held (if applicable) Including attendance and impact	

SECTION 3: STRATEGIC ALIGNMENT

Please outline how your event contributes to the following (tick all that apply and describe in the space below):

Strategic Area	Please write a detailed response for each (approx 200 words per question)
Community Wellbeing e.g., enhances connectedness, volunteerism	



Cultural Vitality e.g., celebrating local identity, heritage	
Economic Impact e.g., boosts tourism, supports local economy	
Environmental Sustainability e.g., minimises waste, supports eco-goals	
Capacity Building e.g., volunteering upskills, creates opportunities	
Access and Inclusion	

SECTION 4: FUNDING REQUEST

Total Financial Sponsorship Requested	\$
In-Kind Support Requested (tick all that apply)	☐ Venue/Facility Hire ☐ Waste Management (bins) ☐ Road Closure ☐ Event Promotion (social media/newsletter) ☐ Traffic Management Support ☐ Other (specify)
Details of In-Kind support requested	
Have you received Council sponsorship previously?	☐ Yes ☐ No (If yes, list year and amount)
Will your event proceed without Council sponsorship?	☐ Yes ☐ No (explain why)

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SECTION 5: EVENT PROMOTION & COUNCIL RECOGNITION

How will you acknowledge The Barossa Council's support?	☐ Council Logo placement ☐ Verbal thanks ☐ Social media mentions ☐ Banners ☐ Website ☐ Mayor / Council Representative Involvement (e.g. Official welcome, opening address, presentation of awards) ☐ Other (describe)
Marketing Plan outline for Tier 1 & Tier 2	Please outline your marketing plan- attach a copy if necessary

SECTION 6: EVENT MANAGEMENT & RISK

Do you have an Event Management Plan? (Required for Tier 1 & Tier 2)	☐ Yes (attach or outline key elements below) ☐ No (explain)
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Do you have a Risk Management Plan? (Required for Tier 1 & Tier 2)	☐ Yes (attach or outline below) ☐ No (explain)
Are you collaborating with other organisations or businesses?	If yes, list partners and their roles
Do you have Public Liability and/ or Public Indemnity Insurance (\$20M min) Please note to be eligible, you must have \$20m minimum coverage	If yes, please provide a copy

SECTION 7: BUDGET

Total Event Budget (Income & Expenditure)	Please attach or include below
Other Confirmed Funding or Sponsorship List sources and amounts	
Volunteer hours contributed (estimated) e.g., planning, delivery, pack down	
Ticketed or Free Event	☐ Free ☐ Ticketed – Provide price ranges

SECTION 8: DECLARATION & ATTACHMENTS

I declare that:

- All the information in this application is, to the best of my knowledge, true and correct.
- I understand the sponsorship conditions, reporting requirements, and recognition expectations.
- I understand that if the information is incomplete, more information may be requested, and the application may be delayed or rejected.
- I have attached the required documents listed below.
- I acknowledge that if the information provided is misleading, any approval for sponsorship will be void and any costs incurred by The Barossa Council will be recovered.

Attachments	Attached
☐ Certificate of Currency (Public Liability Insurance)	
☐ Budget (or financial snapshot)	
☐ Event Management Plan – including Risk Assessment (optional for Tier 3)	
☐ Marketing plan (tier 1 and 2)	

Name:

Signature:

Date:

SUBMISSION

Email completed form and attachments to: barossaevents@barossa.sa.gov.au

Subject line: *[Event Name] – Event Sponsorship Application*

For assistance, contact the Events Team:

(08) 8563 8444

barossaevents@barossa.sa.gov.au

www.barossa.sa.gov.au