



## ANGLICAN CATHEDRAL PARISH BUNBURY

### EVENT APPLICATION FORM

Please submit this form to the Cathedral Coordinator at [coordinator@bunburycathedral.org.au](mailto:coordinator@bunburycathedral.org.au) or by hand to the Cathedral office. When the application has been considered and agreed to in principal, your contact person will be asked to meet with the Cathedral Coordinator to discuss further details and sign any other documents as required. Please provide us with notice of your event at least 3 months prior to the proposed date if possible.

**Name of event:** \_\_\_\_\_

**Date and Time of event:** \_\_\_\_\_

**Purpose of event (e.g. concert, fundraising):** \_\_\_\_\_

**Estimated numbers to attend:** \_\_\_\_\_

**Event contact person's details (phone, address, email):** \_\_\_\_\_

\_\_\_\_\_

**Requested period of access, including rehearsal time:** \_\_\_\_\_

\_\_\_\_\_

**Brief description of program content:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you have Public Liability cover? Yes / No**

If **yes**, you need to provide a Certificate of Currency 2 weeks **before the date of the event**.

If **no**, there are two options depending on the nature of the event:

1. If and you are not making a living from events such as this one, you may complete a Public Liability application form and purchase event cover from the Anglican Diocese of Bunbury for \$25. Conditions apply, including a \$250 excess.
2. If you are raising money for your own purposes, you are required to provide your own Liability cover for a minimum of \$10M, and produce the Certificate of Currency as above.

**Please note that an event cannot proceed without Public Liability insurance cover.**

**Equipment available at the Cathedral:** Please indicate if you will require any of the equipment by ticking any of the following:

- Sound system \_\_\_\_\_
- Lectern and microphone (lapel mic. available) \_\_\_\_\_
- Visual projection system \_\_\_\_\_
- Digital piano \_\_\_\_\_
- Basic First Aid equipment & wheelchair \_\_\_\_\_
- Kitchen and facilities \_\_\_\_\_

**Do you require any other equipment?** \_\_\_\_\_

**Donations/fees for Cathedral use:** The suggested donation for the use of the Cathedral is 10% of ticket sales, or \$25 per hour or part thereof pro rata, whichever is the greater. Please discuss your preferred method of payment with us after approval for the event is given.

**Other matters:** There are various other matters that need to be discussed once approval has been given for the event and include (but are not limited to) the following:

1. You will need ushers to be available to assist audience members for toilet access, use of the lift etc. A person will also need to be present on the lower floor during all events to ensure security is maintained and children are supervised.
2. If you are intending to cater for this event, some conditions will apply.
3. Consideration should be given to having someone on site during the event who holds current first aid/CPR certification to render assistance should it become necessary.
4. We have a discretion to charge a \$500 cleaning/damage bond which will be returned in full if the Cathedral is left in a clean/undamaged state.
5. Should an adverse incident occur, the contact person or event organiser will be required to complete a Report form.
6. We request a **brief report** be completed as soon as possible after the event, noting attendance numbers and any comments to improve future events at the venue.
7. Please read and sign the "Obligations of the Hirer" sheet attached to this application form. **This must be completed before we can process your application to hold an event.**

Signed: \_\_\_\_\_ Name printed: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_