

## Event Support Funding Terms and Conditions Partnership Agreement

The provision of event seed funding is subject to a number of terms and conditions that must be met by the recipient organisation prior to the release of the funds.

### Event eligibility

Funding is subject to the issuance of consent for the event (eg temporary licence, DA, or other).

It is a requirement of Council's insurer that the event applicant provide to Council a copy of their Public Liability Insurance Certificate of Currency for a minimum \$20 million dollars. This must be supplied to Council prior to the release of funds.

### COVID Safety

All funding is conditional to the event meeting current public health requirements, and providing copies of relevant documents to Council (eg COVID Safety Plans).

### Payment of Funds

The approved funding can be made available up to 3 months prior to the event, and only once the approved event date is confirmed with Council.

Payment of funds can be made in two instalments, or one lump sum. Attach a draft program and projected budget directly related to the event expenditure to the invoice for:

- a) 75% of the approved funds – prior to commencement of the event, and
- b) 25% of the approved funds – at the conclusion of the event; OR
- c) 100% of the approved funds in one lump sum payment – at the conclusion of the event.

Payment will only be made upon receipt of invoice, made out to Byron Shire Council, PO Box 2019 Mullumbimby NSW 2482.

### Acquitting the Funds

Funding must be acquitted within 6 weeks of the completion of the festival or event. The acquittal form is provided in the agreement package.

### Council Acknowledgement

Council's logo must be acknowledged on all printed material. The logo requires approval prior to printing and distribution. Please contact Council's Media team on 02 6626 7320 to discuss the best logo format for your marketing. The recipient must provide appropriate public acknowledgement of Byron Shire Council's contribution to the funded event. This may be done by, but not limited to: acknowledging Byron Shire Council in all press releases and media interviews using the Byron Shire Council logo or the words 'supported by Byron Shire Council' in all promotional material (posters, print, electronic, media advertisements, official programs, newsletters, website etc.), where appropriate.

### Remaining Funds/Termination

If, for any reason, the recipient is unable to proceed with the event, the recipient must advise Council in writing, noting a reschedule date or if the event is not proceeding evidence of where the sponsorship funding has been spent.

If any of the funding providing by Byron Shire Council is left unused at the conclusion of the event, the recipient must inform Council immediately in writing and repay the unused funding amount.

### Council Contact

All contact in relation to the agreement terms and conditions should be directed to Council's Events Team on 6626 7000 or [events@byron.nsw.gov.au](mailto:events@byron.nsw.gov.au)

### I agree to the above terms & conditions.

Signed.....Date...../...../.....  
Name.....  
Role.....  
Event name.....

