

## CULTURAL FESTIVAL EOI SUBMISSION FORM

### APPLICANT FULL NAME\*

\*As the primary contact for your festival you will be the point of contact from your organisation to ours for all of your event planning. This includes coordinating all committee and event correspondence for the SOPA Event Manager managing your account. The primary contact is also responsible for financial discussions and invoice handling on behalf of your organisation.

### ORGANISATION ADDRESS

Street Address

Postal / Zip Code

City

State / Province

### APPLICANT EMAIL

### APPLICANT PHONE NUMBER

IS YOUR ORGANISATION ACTING AS AN AUSPICE FOR THE APPLICATION  
(i.e if the applicant is not registered for tax purposes)

Yes

No

### ORGANISATION TAX STATUS

Incorporated association

Consulate

Not for profit

Other (private company)

EVENT NAME

CULTURAL GROUP REPRESENTATION

ORGANISATION ABN/ACN

PREFERRED DATES

SECOND PREFERRED DATES

THIRD PREFERRED DATES

HOW MANY DAYS WILL YOUR EVENT BE RUNNING FOR?

One

Two

EVENT START AND FINISH TIMES\*

Please provide an estimate of the times you plan on having your event open on each event day. Please note there may be cut off times for certain days.

Start time

End time

WHAT TEMPLATE SIZE FESTIVAL ARE YOU APPLYING FOR? \*

Small

Medium

Large

**EVENT DESCRIPTION \***

Please provide a general overview of your proposed event including what will make your event special and how you plan to display the best of your culture both past and present

**PLEASE CONFIRM YOUR EVENT IS FREE AND OPEN TO THE PUBLIC\***

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

**ARE YOU PLANNING ON HAVING FOOD STALLS?**

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

**ARE YOU PLANNING ON HAVING A BAR AREA SERVING ALCOHOL?**

\*Note if you plan to serve alcohol you will require a valid liquor licence for service in an outdoor location, alcohol management plan and adequate levels of security for the compliant operation of your bar facilities. Including a bar area in your event will increase your event operational costs

<input type="checkbox"/>	<input type="checkbox"/>
YES	NO

**WHAT KIND OF PERFORMANCES WILL YOU HAVE ON STAGE? \***

Community based performers like small singing groups to a backing track and dance troupes requiring minimal equipment

<input type="checkbox"/>	Medium sized band requiring rider specific equipment
<input type="checkbox"/>	Large band or international act requiring significant stage equipment and complex Audio-Visual operation

**PLEASE ATTACH THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION FORM:**

1. Upload your proposed indicative budget outlining expected income and expenditure (max file size 4MB)\*
2. Please upload your proposed event plan (max file size 4MB) \*
3. Please refer to EOI guideline document to see what information needs to be included within your event plan
4. Financial support from sponsors, grant providers, consulates (max file size 4MB) \*
5. Any other relevant supporting documentation you would like reviewed as part of your submission (max file size 4MB)
6. Public Liability Certificate (max file size 4MB) \*
7. Public Liability Insurance (PL) of not less than AUD \$20 million.

This policy is to be in the name of the Organisation and endorsed with Sydney Olympic Park as an Interested Party.

**APPLICANT DECLARATION**

I understand the \$198 Inc. GST non-refundable application fee will be immediately due and payable upon application submission. Please see direct deposit details below\*

Account Name: Sydney Olympic Park Authority  
BSB: 032001  
Account No: 203543

\*Please send a copy of the remittance to [enquiries@sopa.nsw.gov.au](mailto:enquiries@sopa.nsw.gov.au)

By checking this box, I hereby certify that the information in this Application is complete and correct to the best of my knowledge and that I am an authorised person to submit this Application.

I understand if this application is successful in securing Cultural Festival Season dates that SOPA's support is value in kind venue hire for Friday to Monday (4 days) only at the Cathy Freeman Park venue located at Sydney Olympic Park. All other costs related to the applied event and hire of other locations or additional days are due and payable.

By checking this box I am agreeing to the SOPA Privacy Policy available on the website [sydneyolympicpark.nsw.gov.au/privacy-policy](http://sydneyolympicpark.nsw.gov.au/privacy-policy)