



Application to Hold an Event in Support of Blue Knot Foundation

Tell us about yourself

First name _____ Surname _____

Organisation name and ABN (*if applicable*) _____

Address _____

Mobile _____ Other phone _____

Email _____

Tell us about your activity

Date/s of event _____ Start and finish time _____

Name of event _____

Address where your event will take place _____

_____ Postcode _____ State _____

Please describe details of your event _____

What motivated you to host an event for Blue Knot Foundation? _____

How do you plan to promote and advertise for the event? (Please refer to the ***Event and Fundraising Guidelines*** regarding promotional materials):

Is your event open to the public? YES NO Is your event by invitation only? YES NO

Do you wish to have your event listed on our website and social media sites? YES NO

Does the event require public liability insurance? (Please refer to the ***Event and Fundraising Guidelines*** for more information) YES NO

If yes, please forward a copy of the cover to Blue Knot Foundation at least 14 days prior to the Event

***Do you intend to fundraise at this event?**

YES NO **If no, skip to the confirmation section at the bottom of the page**

How much money do you aim to raise for Blue Knot Foundation? _____

Will Blue Knot Foundation receive 100% of the proceeds from this activity? YES NO

If no, please list other beneficiaries and the percentage split to each party

Confirmation

- I confirm I have read and understood the ***Event and Fundraising Guidelines*** and will abide by them at all times.
- I confirm all the information provided in this form is accurate and does not contravene any intellectual property rights, copyright or other laws.
- I agree that all personal and sensitive information associated with the proposed event will be handled in accordance with all relevant privacy legislation. (Please note that the details you provide will only be used for correspondence and/or media opportunities).
- I confirm that the proposed Event complies with all relevant legislative and local government requirements, including all appropriate permits, licenses and insurance necessary in the state and/or territory where the event is to be held. It is the responsibility of the Event Organiser to ensure adequate public liability insurance cover is held in relation to the Event.
- I confirm that I will not exploit the position as the Event's Organiser and/or the association with Blue Knot Foundation for personal gain.
- I confirm that as the Event Organiser, I release Blue Knot Foundation from any liability for any injury, accident or other loss, whether physical or financial, suffered by the Organiser or its personnel while conducting the Event.
- I confirm that any fundraising costs shall at all times be held to a percentage of revenue which is generally acceptable within the not-for-profit sector and by the public. The traditional percentage split is no more than 70/30 – overall activity revenue to activity costs.
- I confirm that by signing and dating the form below, I am acting on behalf of, and with the authority and power to bind those individuals and companies conducting the Event.

Signature _____

Full name _____ Date _____

Thank you for your interest in holding an event, and/or fundraising on behalf of Blue Knot Foundation. We look forward to working with you. You will hear from us within 2 weeks of receipt to receive confirmation about your proposed event.

Please return this completed form via email to events@blueknot.org.au or by post to PO Box 597, Milsons Point NSW 1565.