



Please complete and return this form a minimum 21 days prior to an event
secretary@caboolturesportsfc.com.au

EVENT APPLICATION FORM

CSFC

Application to conduct an event at CSFC Moreton Bay Sports Precinct					
Event Name:					
Event Date:					
Event Start:		am/pm	Event Finish:		am/pm
Proposed Location: <i>(supply site plan)</i>					
Event Manager : <i>(Name)</i>					
Organization:					
Address:					
E-mail:					
Telephone:			Mobile:		
Estimated attendance:					
Require Canteen Facilities <i>(tick):</i>	Yes: <input type="checkbox"/> <i>(provide details)</i>			No: <input type="checkbox"/>	
Public Liability Insurance <i>(tick):</i>	Yes: <input type="checkbox"/> <i>(supply copy of valid Certificate of Insurance)</i>			No: <input type="checkbox"/>	
Event promotion <i>(tick):</i>	Yes: <input type="checkbox"/> <i>(supply copy in a digital format)</i>			No: <input type="checkbox"/>	
Arts, Crafts or Painting	Yes: <input type="checkbox"/> <i>(supply details)</i>			No: <input type="checkbox"/>	
VIP Guests/Media attendance	Yes: <input type="checkbox"/> <i>(supply names and details)</i>			No: <input type="checkbox"/>	
Detailed description of Event/Entertainment/Activities Raffles etc: <i>(please attach a drawing should you prefer a specific location at the complex.)</i>					
Will you require any of the following?					
Microphone / PA <i>(tick):</i>	Yes: <input type="checkbox"/>			No: <input type="checkbox"/>	
Power <i>(tick):</i>	Yes: <input type="checkbox"/>			No: <input type="checkbox"/>	
Tables, chairs, other <i>(tick):</i>	Yes: <input type="checkbox"/>			No: <input type="checkbox"/>	
Signage placement <i>(tick):</i>	Yes: <input type="checkbox"/>			No: <input type="checkbox"/>	
<p>This form must be emailed to the secretary@caboolturesportsfc.com.au at least 21 days prior to the event for approval. This form is an application form only. This application will be reviewed by a committee and you will be notified within 21 days after lodgement.</p>					