

## TUKU22 EVENT HOST/LISTING APPLICATION FORM

These questions are to find out about you the event organiser or “event host”:

Your Name:	
Your email address:	
Your phone number:	
Do you plan to promote your event? If so how?	
Pick what type of event you are providing? (pick one)	<ul style="list-style-type: none"><li><input type="radio"/> Children’s</li><li><input type="radio"/> Talk/tour</li><li><input type="radio"/> Have a go</li><li><input type="radio"/> Performance</li><li><input type="radio"/> Exhibition</li></ul>
Please specify the amount of public liability insurance you have, if any:	
What are the expected numbers coming to your event?	
Please provide details of any consultation with Māori and Iwi in planning your event:	
Are you aware that carrying out event Health and safety assessments and controls for your event are your responsibility?	
Do you need help to set up COVID 19 safety controls for your event?	

## TUKU22 EVENT LISTING INFORMATION

The next set of questions must be answered by providing all the information written **exactly as you want it presented in the printed programme**. In the description you can have up to 100 words, make it interesting and snappy to tempt event goers:

Name of Event:	
Day of the week and date of event:	
Time of event (use 12-hour clock so 10am-12pm)	
Location of event:	
Charge for event: (If free say "free" if Koha say "Koha/Donation")	
Booking information (provide web address or phone number)	
Does your event run at COVID-19 Alert Level 2 or Amber/Red under the traffic lights system? (if so, you must have a booking/checking system and other controls in place)	
Description (100 words max)	
We need at least one photograph (at least 300dpi resolution) that we can have permission use to promote your event. Please email this to <a href="mailto:tom.ransom@ncc.govt.nz">tom.ransom@ncc.govt.nz</a>	

## TUKU22 GRANT APPLICATION FORM

These questions are to allow you to make an application to the Tuku22 grant fund. Generally, the fund will pay out \$500-\$4000, but you should consult the information pack to check for more details and any criterion for assessment of your application:

Your name:	
Your email address:	
Your phone number:	
What \$ value are you offering to provide (both cash or staff resources) for your event (you can value volunteer time at \$20 an hour):	
What do you intend to spend this on?	
What is the \$ value of any grant funding are you applying for from Council?	
What do you intend to spend this grant funding on?	
Are you a registered charity?	
Are you GST registered?	
Are you already set up as a supplier for Council to pay you? If so, what is your supplier number?	