

EVENT APPLICATION FORM



Employee Contact:

Name of Event _____

Event Date _____

Event Location (ex. Turf area 1,2,3,4, or full turf, mezzanine, multipurpose room, etc.)

Section 1 – Organizer Details

Name of Organization _____

Event Organizer/ Primary Contact _____

Contact's Address _____

Mobile Phone _____

Work Phone _____

Home Phone _____

Email Address _____

Fax Number _____

Event Website _____

Section 2 – Event Details

Description of proposed event _____

Is this an event for charity / fund raising / non-commercial / community service event / commercial?

Charity events only: Name of charity _____

Charity registration number _____

Will all income raised go to the charity concerned? Yes / No

If no, please give details _____

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Date/time to enter site for set up: _____

Start time each day: _____

End time each day: _____

Date/time the site will be vacated after the event: _____

Is the event open to the public? Yes / No

Is the event free? Yes / No

If no, what is the admission price (if multiple pricing, please describe)? _____

Will you be selling promotional material/programs? Yes / No

If yes, what is the proposed price? _____

Does your event require other exhibitors/vendors? Yes / No

If yes, please describe all potential exhibitors/vendors and any requirements they might have (sq. footage, electrical, etc.). If possible, please list any relevant equipment being used by such vendors (ex. heat transfer for printing shirts): _____

Discuss proposed entrance fees with your employee contact. Compulsory admission charges may not be possible for legal reasons. This includes admission via the sale of programs.

Number of people expected to attend _____

Do you intend to post banners / posters / other marketing materials? Yes / No

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If yes, please explain _____

Do you intend to utilize or permit any of the following attractions at the event? If so, please tick the appropriate boxes (some of these may not be permitted in all locations, please specify if Sparta Dome is to provide):

Live Entertainment		Security	
Live Music		P.A. System	
Power Supply		Trade Stands	
Food/Drink Concessions		Inflatables	
Alcohol		Pipe & Drape	
Portable Staging		Other (please specify)	

Section 3 – Insurance

Event Managers must hold a current policy of insurance in respect of public liability or third party risks (including products liability where appropriate). The limit of indemnity shall be an amount approved by SpartaDome management. Under no circumstances shall be less than \$1 million per occurrence including personal, injury, and property damage. SpartaDome management reserves the right to require a higher limit if necessary. Organizers will be required to produce evidence of their insurance cover together with that of any exhibitor/vendor, band/dance group, contractor, or caterer whom have been authorized to appear/attend at the event. All documentation must be produced at least 20 days before the event. Failure to comply may result SpartaDome management refusing to grant permission for the holding of the event.

Section 4 – Emergency Services

You are requested to notify the police and other appropriate emergency services. Please indicate contact made and the name & number of the individual you have made contact with:

Police: Yes / No Name/ #: _____

Ambulance Service: Yes / No Name/ #: _____

Fire Department: Yes / No Name/ #: _____

Other (please specify): Yes / No Name/ #: _____

Supply details of first aid cover to be provided _____

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Section 5 – Additional Requirements

Where appropriate, supply a detailed site plan showing the positions of stalls, exhibition units, together with a list of program items. This information must be provided at least 60 days prior to the event.

Additional requirements stipulated by SpartaDome management for this event _____

If permission is granted for the event, I agree to comply with the conditions set out in this form and any departmental terms and conditions and all reasonable instructions given by all authorized employees of SpartaDome / CS Sports Group, LLC. Please note, this form is not a contract for your event and is only intended to gather all relevant information for providing an accurate quote. In the event that pertinent additional information is withheld until after the quote is given, CS Sports Group, LLC reserves the right to revise the quote based on the additional information. If your event is approved, both parties will be required to sign a rental agreement for the event.

Signature _____

Printed Name _____

Position _____

Date _____

I enclosed as necessary:

Documentation including site maps: Yes / No

Proof of Insurance: Yes / No

Insurance for event organizer: Yes / No