Renmark Paringa Council

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APPLICATION FORM
Event Date Request

APPLICATION INFORMATION

ENQUIRIES AND APPLICATION FORMS TO:
Renmark Visitor Information Centre -
84 Murray Avenue, Renmark SA 5341
Phone: 08 8580 3060
Email: events@rpc.sa.gov.au

PURPOSE:
The Event Date Request Form is used to make a formal enquiry as to the availability of a specific date/s and location for an event.

PROCEDURE:
This Event Date Request Form is to be completed if you are planning on organising an event in the Renmark Paringa Council District and require confirmation that a specific date/s and location is available. Providing the location is available on the date/s requested a reservation will be recorded in the name of your event. You will receive notification via email indicating whether or not the date/s and location requested is available.
An Event Application Form **must** then be completed and submitted along with all supporting documentation to be received by the Event Management Team no later than **six weeks** prior to the event unless specified in writing by Event Management Team, failure to do so will result in the reservation being cancelled.

NOTE: Large or major events will require a minimum of **six months** planning period.

SECTION 1: EVENT DATE REQUEST DETAILS

Name of Event	
Name of Contact Person	
Postal Address	
Phone Number/s	Work/home: Mobile:
Email Address	
Location Requested	
Date/s Requested	
Alternative Date/s	
***Note:** Alternative date/s will only be considered if the request date is not available*	
Is this a Recurring Event?	☐ Yes ☐ No
If 'Yes' please indicate the event recurrence	
For example: '26th January every year' or second 'Sunday in May every year'	
***Note:** Selecting a recurrence is only for the purpose of reserving the recurrence date of your event. The full application process is still required on every recurrence of your event.*	