



APPLICATION FORM

Event Date Request

APPLICATION INFORMATION

ENQUIRIES AND APPLICATION FORMS TO:
Renmark Paringa Visitor Information Centre -
 84 Murray Avenue, Renmark SA 5341
 Phone: 08 8580 3060, Fax: 08 8586 5444
 Email: tourist@renmarkparinga.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: <i>Alternative date/s will only be considered if the request date is not available</i>		
Is this a Recurring Event?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.*