Support from the Tango Social Club of Canberra

**[Title/subject of request]**

The Tango Social Club of Canberra (TSCC) provides four levels of support to club members and other parties hosting tango-related events in the ACT.  Support ranges from simple promotion of an event to full financial and risk backing.  Details of the levels of support provided are given on page 3.  To apply for support, the following application form should be completed and submitted to the TSCC.  Expand each row as required to fit the necessary information.  Notes are provided over-page to assist you to complete this form.

|  |  |
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| **1. Name(s) of organiser(s)** |  |
| **2.Contact details** | Name:  Address:Email: Phone:  |
| **3. Nature of event****(***Circle or highlight**relevant***)** | Milonga Workshop Performance Other (*specify*) |
| **4. Date(s) of event** |  |
| **5. Event name** |  |
| **6. Venue(s)** |  |
| **7. Entry fee** |    |
| **8. Event description** |  |
| **9.Revenue and Anticipated costs** |  |
| **10. Describe previous experience of organiser(s)** |   |
| **11. Are organisers financial members of TSCC?** |  |
| **12. List potentially conflicting events** |  |
| **13. Support requested from TSCC**(*circle* *relevant*) | * Promotion of event through newsletter etc
* Assistance with organizing event
* Hire of equipment
* Cover under the TSCC’s public liability insurance
* Booking of venues
* Use of club name
* Financial support (full)
* Financial support (partial)
* Other (*specify*)
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**Notes:**

1. List names of all individuals organizing the event
2. Provide the name and contact details of one individual.  The TSCC will conduct all correspondence with this individual.
3. Specify the nature of the proposed event.
4. Indicate the proposed date and time of the event.  Where multiple events are proposed, provide details of frequency eg every 2nd Saturday of the month.
5. Indicate the proposed name of the event (where no name is available, give the nature of the event, as noted under item 2).
6. Provide details of the venue(s), including street address.  Where venue is not yet known, provide a description of the type of venue eg church hall, public park etc.
7. Indicate the proposed charge for attendees to the event.
8. Provide a description of the proposed event.  You should include details of the aim of the event, the intended audience, the style of music (where relevant), provisions for food/drink, names of performers or teachers, expected numbers etc.
9. Provide an indication of the total expected cost of the event, and how profits and losses will be distributed.  This should include venue hire, equipment hire, performer fees etc.  If full club support (level 4) is requested, details of all associated costs should be itemised in an attachment.
10. Provide brief details of previous experience organizing tango-related or similar events.
11. Assistance will normally only be available to support club members.
12. Note if there are any anticipated conflicting events eg another tango-related event the same day/week, including regular TSCC events.
13. Nominate the type of support you are seeking from the TSCC.  Note that this does not guarantee the TSCC will provide that support.  The TSCC will determine the level and nature of support to be provided based on the information supplied in your application.

**How to submit your application**

Completed forms should be submitted to the Committee at (committee@tangocanberra.asn.au) or delivered to any TSCC committee member **at least 2 weeks** before the event is scheduled to take place.  Where a series of events is proposed, one application will suffice, provided the organising members are the same and the nature of the events are identical or very similar.

**Assessment of your application**

The application will be considered by two members of the TSCC committee executive.  The TSCC will assess your application on the basis of all information provided on the application form. A response will generally be provided within 7 days of receipt of the request.  Where TSCC committee members apply for TSCC support for a non-club event, the application will be considered by two other committee members who are independent of the event.

**If your application is accepted?**

We will contact you and specify the level of support we are agreeing to.  You may also need to sign additional forms for hire of equipment etc.  The TSSC name/logo should be included in any promotional material for the event.  Support is given on the condition that the event organizers act responsibly and abide by all relevant legislation.  The TSCC is absolved of all responsibility for the event should this not occur.

**If your application is refused?**

We will provide reasons if we refuse your application for support.  In such cases, the TSCC name should not be used in promotion of the event.

**Level of support**

The TSCC offers four levels of support to individuals organizing tango-related events.  These levels are defined below, ranging from the lowest to the highest level of support.

1. ***Independent event***

Completely independent in its organisation, financing, insurance, staffing, volunteers etc.  TSCC makes an assessment only as to whether it is ‘tango-related’.  If so, TSCC promotes it as a ‘non-club event’, but has no stake or responsibility in the event.

1. ***Supported by TSCC***

Completely independent in its organisation, staffing and volunteers, but supported in some low-risk aspect by TSCC eg., short-term loan, discounted hire of equipment.  TSCC makes an assessment of alignment of goals with the Club’s, of quality and of risk. TSCC promotes it as a ‘non-club event’.

1. ***In association with TSCC***

Similar to #2, but involving more significant risk exposure for TSCC eg guarantee against loss, booking of venue and hence insurance.  TSCC makes an assessment of the alignment of goals with the Club’s, of quality, and of risk. TSCC promotes it as a ‘non-club event’.

1. ***Club Event***

TSCC takes full responsibility and control, making full assessment of quality and return to members of the whole event.

**Decision**

The Tango Social Club of Canberra has considered your request for support and has decided to offer the following level of support: *(Circle or highlight relevant)*

Level 1 – Independent event

Level 2 – Supported by TSSC

Level 3 – In association with TSCC b- Public Liability Insurance

Level 4 – Club event

Nil – no support

Any variations to level or proposal**?**

For further details of what is covered by each level of support, see previous page.

**Acceptance of decision**

In signing this agreement, I agree to:

* If the event proceeds, ensure it is of the nature described in this application;
* Notify the TSCC should the details of the proposed event change substantially and seek a revised decision if appropriate;
* Acknowledge the TSCC in all promotional material related to the event;
* Act responsibly and according to relevant legislation in all matters relating to this event;
* Provide true and accurate financial statements where required; and
* Complete additional application forms for hire of TSCC equipment as appropriate

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| --- | --- |
| Signature (Applicant)……………………………………… | Signature (for TSCC Committee)    ……………………………………. |
| Date: | Date:  |