

# Neighbour Day

## EVENT REGISTRATION FORM



## Who is eligible?

Anyone who resides in the City of Albany local government area is eligible to apply.

## What events are eligible?

Any event that encourages neighbours to meet and get to know each other is eligible. These events may include:

- BBQs
- Morning and afternoon tea
- Neighbourhood busy bee
- Community building open day

The City of Albany has a range of resources available to support your Neighbour Day Event including: invites, wheelie bin cricket wicket stickers and a limited number of activity bags. A limited number of vouchers are available for individuals and community groups who register events.

**Please indicate if you wish to access either of these:**

- Wheelie bin cricket wicket sticker
- Activity bag
- Voucher towards the cost of food (\$100 for community group, \$50 for individual)

Please note, registered events will be required to provide photos and information on how many people attended their event.

**To register your event, please fill in your details below:**

Name of applicant:	
Organisation (if applicable):	
Address:	
Email address:	
Location of event:	
Date/time: (start and finish time)	
Estimated number of people:	
What type of event are you doing?	
Is your event invite only or open to the public?	

## Event checklist

Have you booked your venue? (if applicable)	
Have you looked into public liability insurance for your event? (See Neighbour Day Event Guide for details)	
Are you supplying alcohol? If yes you may require a permit. Please note: consumption of alcohol is not allowed on any of the City of Albany parks and reserves.	
Have you followed all local laws relating to alcohol, noise and traffic management?	

1. I agree I will provide photos, and details on how many neighbours attended my event.
2. I will return any activity bag loaned to me for the event.
3. I acknowledge that as there is a limited number of vouchers available, there is no guarantee my event will receive a voucher.

Signed:

Date: