



Community Marquee Application Kit



sponsorships@capricornian.com.au
www.capricornian.com.au





ABOUT THE CAPRICORNIAN

The Capricornian – it's a name that proves we're proudly local because we are, and always will be a local organisation. We use some of our profits to give back to our community. Our focus is on strengthening relationships and supporting worthy organisations and initiatives in Central Queensland.

Our Community Marquee Program has been designed to provide in-kind sponsorship support to organisations from small, unincorporated groups to medium size organisations, during community events or projects that will continue to benefit the community for years to come.

OUR LOCATIONS

We have eight branches across Central Queensland, providing you with face to face local financial services.

Our branches are run by people in the community. People that are local, and believe in fairer banking for our community. Our staff understand what it's like to pay bills, own a home or investment property, raise children, save for holidays and plan for retirement. They want to see you achieve your financial goals, just as they have achieved theirs.

When making important decisions about your savings, loans, and insurance needs choose a local at our:

- East Street Branch
- Stockland Rockhampton Branch
- Yeppoon Branch
- Gladstone Branch
- Miriam Vale Branch
- Emerald Branch
- Springsure Branch
- Capella Branch

The Capricornian... We're Here For Good!

OUR VALUES, MISSION AND VISION

OUR VALUES

The values of The Capricornian are articulated through what we call our FIRST values.

F – Fairness: We are flexible, equitable and accessible when dealing with our members, colleagues and stakeholders.

I – Integrity: We are always honest, reliable and transparent when dealing with each other and our communities.

R – Respect: We respect each other's differences and this is evidenced by behaviour that is accepting, approachable and understanding.

S – Social Responsibility: Mutuality and co-operative commerce are at the core of our business and inform how we seek to drive economic growth for the benefit and welfare of Central Queensland's society.

T – Trust: We seek to do what we say and say what we do in our interactions with members, staff and the broader community.

OUR MISSION

To share co-operative banking with the community, be our members' financial institution of choice and assist members responsibly to achieve their financial goals and objectives.

OUR VISION

Provide trusted, financially sustainable and quality financial services to our members and our communities, now and for future generations.

CONTACT INFORMATION

Marketing & Community Engagement Team

Please use this contact information to enquire and submit any community marquee applications.

Phone: 1300 314 900

Email: sponsorships@capricornian.com.au

Mail: Attn: Marketing & Community
Engagement Manager
The Capricornian
PO Box 1135
Rockhampton, QLD 4700

Visit: The Capricornian
East Street Branch
157 East Street
Rockhampton, QLD 4700

Website: www.capricornian.com.au/community

ELIGIBILITY

Groups must be not-for-profit organisations to be eligible. We apply the Australian Taxation Office's definition of not-for-profit organisations for the purposes of our Community Sponsorship program.

'A not-for-profit organisation is defined as 'one which is not operating for the profit or gain of its individual members. This applies to direct and indirect gains. Any profit made by the organisation goes back into the operation of the organisation to carry out its purposes and is not distributed to any of its members.'

There are four ways in which we give back to the communities in which we operate:

- Sponsorships
- In-kind Sponsorships (or Contra)
- Marquees for events
- Volunteering

Sponsorships and donations are assessed in accordance with our community support policy and should fall into one of the following categories:

- Sporting
- Arts
- Education or employment related activities
- Community activities (e.g. festivals & fairs)
- Environmental
- Indigenous/cultural health



As a member-owned credit union, everything we do is in the best interest of our members. We use some of our profits to deliver benefits to our members and to give back to our community.

Together, we can make positive contributions to the lives of others.

APPLYING FOR A MARQUEE

Each marquee request is assessed individually, based on positive community impact, the merit of the application and whether the event or project has met the criteria and values of The Capricornian.

To be considered for The Capricornian Community Marquee Program, your event or project should:

- Provide benefits for the local community
- Be of interest to members of The Capricornian
- Be local to The Capricornian's core areas of business (Rockhampton, Yeppoon, Gladstone, Miriam Vale, Emerald, Springsure or Capella)
- Be for groups which share values of The Capricornian or exhibit similar behaviours of being flexible, supportive, approachable and friendly
- Provide The Capricornian with media, promotional and signage opportunities
- Be hosted by a committee or organisation willing to consider bringing their accounts to The Capricornian. Priority will be given to those organisations that have done so

WHAT WE ARE UNABLE TO SUPPORT

We cannot support the following:

- Individual pursuits such as travel to participate in sporting events or ongoing medical treatment
- Events or organisations involved in commercial activities
- Events where another financial institution, bank or insurance competitor are a sponsor
- Programs that could be detrimental to public health or safety, discriminatory, or offensive to the community
- Projects of a political or religious nature
- Events that encourage smoking, substance abuse, irresponsible alcohol consumption or gambling
- Organisations and events outside The Capricornian's core region
- Activities that duplicate our existing sponsorships
- Events or projects which create, or could be seen to create, a conflict of interest
- Events or projects with excessive risk, both to The Capricornian, your organisation and participants

If you are unsure about whether we can support your request, please call or email us.

SUCCESSFUL APPLICATIONS

The Capricornian will notify successful marquee recipients in writing via email within one month of receiving the marquee application. Once approved, we will send you a letter or email advising your organisation of the successful application with your rights and responsibilities with respect to the hire.

UNSUCCESSFUL APPLICATIONS

The Capricornian will notify unsuccessful marquee recipients in writing within one month of receiving the application. The Capricornian will have the sole and absolute discretion to determine applications taking into account any considerations it considers relevant, and maintains the right to reject an application for any reason.

TERMS & CONDITIONS

- Hire Conditions as per The Capricornian Ltd which conditions the hirer is deemed to have read and understood.
- Any hired equipment remains the property of The Capricornian and ownership shall not pass to the hirer in any circumstances.
- The Capricornian has no obligation whatsoever to insure hired equipment.
- A **refundable \$200 deposit** (Deposit) is to be paid by the hirer to The Capricornian at the time of hire. Should the hirer breach any of these Terms and Conditions, then The Capricornian will have immediate recourse to the Deposit in order to satisfy its reasonable costs or losses resulting from the breach, and shall only refund any portion of the Deposit that is not expended in satisfaction of those costs, as determined at The Capricornian's discretion, acting reasonably.
- Hirer shall be responsible for the security of hired equipment whilst it is in hirer's possession or control. Hirer shall indemnify, and keep indemnified, The Capricornian against all loss and damage to hired equipment in the hirer's possession occurring during the period of hire.
- Hirer shall return hired equipment (including ALL pegs) to The Capricornian in a clean condition to The Capricornian's satisfaction. If hired equipment is not so cleaned The Capricornian will have immediate recourse to the Deposit, to recover its reasonable costs in cleaning the hired equipment, and will only be required to refund any amount of the Deposit which exceeds the reasonable costs incurred in cleaning the equipment.
- Hirer shall return hired equipment to The Capricornian in as good condition and repair as at date hiring commenced. Should the hirer fail to do so, the hirer shall be responsible for all costs incurred by The Capricornian in making good, or replacing, the equipment.
- The Capricornian hereby puts the hirer on notice that paper, dyes and other material, used in manufacturing paper streamers, permanently damage the material used in manufacturing marquees. In particular, dyes run from streamer material into marquee material causing permanent staining. Thereby marquees are so damaged as to render them unfit for further use. Marquees and other similar hired equipment damaged in that way will be regarded by The Capricornian as irreparably damaged, with the hirer being responsible for damage.
- Hirer will not use or operate any barbeque or spit or open flame or other cooking device in, or close to, any marquee hired from The Capricornian.
- To the extent permitted by law, the hirer will indemnify and hold harmless The Capricornian from any liability for personal injury or death arising from or in any way relating to the hired equipment during the period of hire and while the hired equipment is in the possession of the hirer, including but not limited to injury suffered as a result of a failure by the hirer to appropriately secure the equipment.
- Hirer agrees not to make use of The Capricornian trademarks or any other intellectual property of The Capricornian, including in any artwork relating to the event for which the equipment is hired, without prior written approval from Capricornian's Marketing and Community Engagement Manager.
- Hirer agrees that The Capricornian can use any photographs and images of their event for promotional purposes including brochures, newsletters, manuals, reports, its website or other media or social media, and such use may include Hirer's name or other intellectual property as it appears in the materials.
- The hirer and The Capricornian each acknowledge and agree that neither party will use the intellectual property of the other party, including any trademarks, without the prior written approval of the owner of that intellectual property (as the case may be), except where authorised under these Terms and Conditions.
- The Capricornian shall be at liberty to remove or recover or retrieve hired equipment at any time after period of hire. In the event that this agreement expires or is terminated by The Capricornian for the hirer's breach, then The Capricornian shall be at liberty to remove, recover or retrieve the hired equipment at any time before, during or after the period of hire.
- The Capricornian shall be at liberty to immediately terminate this agreement by giving written notice to the hirer, at any time, before, during and after period of hire. Upon termination, The Capricornian will repay to the hirer the Deposit, except where a breach of these Terms and Conditions has been committed by the hirer, in which case The Capricornian will have immediate recourse to the Deposit to recover its reasonable costs resulting from the hirer's breach, and any obligation of The Capricornian to repay the Deposit will be limited to any amount of the Deposit that remains after The Capricornian has recovered its costs, as determined by The Capricornian acting reasonably.
- If any provision of this hire agreement is held invalid, irrevocable or illegal for any reason then that provision will be deemed deleted and this Agreement will otherwise remain in full force and effect.

APPLICANT INFORMATION

Name of club/organisation

Name of sponsorship coordinator

Position

Contact phone numbers

Landline

Mobile

Email address

To

CC (optional)

Mailing address for club/organisation

Street

Suburb + City/Town

State

Postcode

ABN

Is your club/organisation

Incorporated?

Yes

No

Not-for-profit?

Yes

No

Local government?

Yes

No

Subject to GST?

Yes

No

Please refer to the definition of 'not-for-profit' under the **ELIGIBILITY section.**

EVENT/PROJECT INFORMATION

Name of upcoming event/project

Event date/s

Date marquee required by

Date marquee to be returned

Number/type of marquees requested

3x3m Hire 1 only

Hire 2 of 2 available

6x3m Hire 1 of 1 available

Event frequency

One-off

Biannual

Annual

Other

Event/project location

Rockhampton

Yeppoon

Gladstone

Miriam Vale

Emerald

Springure

Capella

Other

Other

Estimated attendance numbers



GOALS & AUDIENCE & EVALUATIONS

If successful, how will this grant benefit your local community? What are the goals of your initiative?

Which group/s of people are likely to attend your event/project?

Families

Sporting enthusiasts

Culture/food/wine lovers

Travellers/business operators

Fellow community clubs

Retirees

Low income earners

High income earners

What is the specific age group that you are targeting?

Under 18

18 – 30

30 – 55 / Families

55+

All of the above

Is there a specific community sector that you are targeting?

How will you measure the success and positive community impact of your event?

(e.g. attendee surveys and feedback, a record of ticket sales and patterns, totals of money raised, social media interactions etc.)

POST-EVENT REPORTING

All organisations who receive our support are accountable for providing a post-event report within four (4) weeks of your project event completion. This should detail the following:

- How the marquee was used
- Event attendance numbers and feedback
- If and how the various objectives (as outlined in your application) were met
- Examples of any media, advertising or editorial
- Photos of the event including evidence of our sponsorship signage or involvement
- A post-event report form will be sent to you when you receive your successful application letter.

In some instances we may arrange an event debrief meeting to discuss your event so please keep evaluation and reporting in mind in your planning stages!

MARQUEE AGREEMENT

Our group will aim to ensure:

- The safety of all persons associated with use of the marquee.
- The marquee and marquee cover is handled with care, not damaged and returned as agreed, so it may be available in excellent working order, for continuing use by other community groups.
- If any problem issues arise – damage, pop-up not working properly, other issues – a brief report will be submitted in writing, on return of the marquee.
- A positive message will be conveyed to the wider community through use of the marquee and actions associated with use of the marquee by our group will not bring The Capricornian into disrepute in any way.

We would be happy to:

Provide a photograph and/or video of our group using the marquee.

Tag The Capricornian's social media pages and/or website on any content relating to the event/project.

Supply a testimonial to The Capricornian at the conclusion of the event/project.

On behalf of our club/organisation), I/we commit to ensuring all reasonable care is taken relating to the use of The Capricornian marquee(s).

Name of sponsorship coordinator

Date

Signature



PRIVACY DECLARATION AND CONSENT

The Capricornian Limited ABN 54 087 650 940 (address 157 East Street, Rockhampton QLD 4700) collects and uses any personal information that you provide with this application form to assess your application for funding for your Local Community Project.

If you do not wish for your personal information to be collected then we may not be able to consider your application.

Our Privacy Policy is available on our website at www.capricornian.com.au or upon request from one of our staff members, and contains information on accessing and seeking correction of your personal information and making complaints about breaches of the Australian Privacy Principles and how The Capricornian will deal with the complaint.

