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| **APPLICATION FOR CIVIC RECOGNITION****Background*** Civic events are hosted by the Lord Mayor to recognise the achievements of groups or individuals and to acknowledge their significant contributions to the City of Adelaide.
* Civic events can also be held to acknowledge historical milestones and to welcome international or eminent visitors to the city.

**Eligibility*** The function/event must be held for endeavours that are consistent with and contribute to, City of Adelaide strategic priorities.
* The request is to celebrate a historical milestone or other significant event.
* There is a demonstrable link between the occasion or event, its proposers/initiators, and the City of Adelaide.
* The Lord Mayor has not hosted a function or event with the same organisation within the past 12 months.
* Where an organisation has a charitable function, it should be a registered non-profit organisation that provides a direct service to people in need in the City of Adelaide.
* Other religious, volunteer or community groups must provide supporting credentials to demonstrate their bona-fides.

**REQUEST DETAILS** |
| **1. Organisation or individual making the request** |
| **Name:** |  |
| **Address:** |  |
| **Suburb:** | **State:**  | **Postcode:** |
| **Contact Person:** |  |
| **Position:** |  |
| **Telephone:**  |  |
| **Email:**  |  |
| **2. Type of event**  |
| [ ]  **Meet and Greet** |
| [ ]  **Morning / Afternoon Tea** |
| [ ]  **Luncheon** |
| [ ]  **Cocktail Reception** |

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| **3. Details of event** *(Please answer in as much detail as possible)* |
| 3.1 What are your organisation’s ties to the City of Adelaide?  |
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| 3.2 What is the reason for your request? *e.g. significant anniversary, community celebration.* |
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| 3.3 Has the Lord Mayor hosted an event specifically associated with your organisation in the past 2 years? |
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| 3.4 What is the proposed date, timing and location of your event? |
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| 3.5 How does this function/event relate to the key themes (Smart, Green, Liveable and Creative) of the City of Adelaide Strategic Plan 2016-2020? |
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| **4. Additional information** |
| 4.1 What is your organisation’s history and/or historical connection with the City of Adelaide? |
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| 4.2 Is the Organisation a not-for-profit or religious entity? |
| **YES | NO:**  | **Please specify:** |
| 4.3 Please attach any other relevant information to assist us with your briefing. |