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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. | | |