## Business Sponsorship/Donation Form template

This Business Sponsorship/Donation Form template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Business Sponsorship/Donation Form

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

[Organisation letterhead]

[Name, date and location of event]

Please complete this form and return it in the enclosed self-addressed envelope. If you have any queries, please contact \_\_\_\_\_ .

Please see the accompanying letter for an outline of the publicity opportunities that sponsorship brings.

**Option 1: Sponsorship of one aspect of the event**

Yes! My business would like to be a sponsor! I would like to sponsor:

⃝ Inflatable screen (total cost $\_\_\_\_\_) My contribution $\_\_\_\_\_

⃝ Movie Hire (total cost $\_\_\_\_\_) My contribution $\_\_\_\_\_

⃝ Sound system (total cost $\_\_\_\_\_) My contribution $\_\_\_\_\_

Please find enclosed my payment for $\_\_\_\_\_.

**Option 2: Contribution of items for prizes**

⃝ My business will donate:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Please indicate how you would like your donation used.

⃝ Raffle prize   
*Our MC will promote each item and announce its sponsor*

⃝ Game prize   
*Our MC will promote each item and announce its sponsor*

⃝ Colouring competition prize   
*Each competition entry will display the sponsor’s name*

**Option 3: Pro bono support**

We appreciate that not all businesses will be able to contribute goods or money to our event, but you may have other things we can use. Are you able to contribute facilities, products, or skills?

⃝ Yes! My business is willing to provide pro bono support in the form of:

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

Name\_\_\_\_\_ Company\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

Thank you so much for your support.