

2025

COMMUNITY EVENTS FUNDING GUIDELINES

FORSYTH BARR STADIUM

dunedin
venues

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1.0 INTRODUCTION

The Dunedin City Council (DCC) provides Dunedin Venues Management Limited (DVML) with funds to support community users to access and use the facilities, equipment and resources at Forsyth Barr Stadium. These funds are allocated through the Community Access Grant. The purpose of this document is to:

- Clearly outline how the Community Access Grant is allocated, including how the information provided by community users will support good decisions about allocation of the grant,
- Clearly outline the criteria by which DVML and the DCC make their decisions regarding the allocation of the Community Access Grant funding and access to Forsyth Barr Stadium.

Community Access Grant

The Community Access Grant supports DVML to provide financial support to people, community groups and organisations that are either: not-for-profit, charitable organisation registered or an incorporated society. The event must align to the Economic, Social Wellbeing, Ara Toi (Arts & Culture), and Parks and Recreation Strategies of the Dunedin City Council. This benefits community users and Dunedin City in general by encouraging:

- Vibrant communities
- Arts and cultural activities
- Affordable access to facilities
- Amateur events
- Community interaction
- Social activities
- Active lifestyles
- Civic pride
- Amateur sports

2.0 FUNDING POLICY FRAMEWORK

2.1 Principles

DVML recognises the need to:

1. Facilitate affordable community access to Forsyth Barr Stadium.
2. Ensure a clear, transparent record of the funding is available.
3. Provide community users with equal opportunities.

2.2 Goals

The goals of the Funding Policy are to:

1. Maximise the quality of the community events delivered at Forsyth Barr Stadium.
2. Ensure community users understand how the funding is allocated, distributed, and reconciled.
3. Ensure that a wide range of community users can access community events funding and the use of Forsyth Barr Stadium.

2.3 Objectives

The objectives of the Funding Policy are to:

1. Increase satisfaction levels for community organisations who use Forsyth Barr Stadium.
2. Determine which community groups and activities are eligible for the Community Event Grant.
3. Provide effective monitoring and reporting in respect of applications and funding allocations for the Community Event Grant.

3.0 FUNDING CRITERIA

3.1 Specific Criteria

- a) Organisations must demonstrate there is community need and support for their event.
- b) Organisations are required to have a competent Event Manager with proven experience that demonstrates the ability to plan and deliver projects in an efficient and safe manner.
- c) Eligible organisations should: have charitable status, be not-for-profit, or an incorporated society.
- d) The event must align to the Economic, Social Wellbeing, Ara Toi (Arts & Culture), and Parks and Recreation Strategies of the Dunedin City Council.
- e) Events may:
 - a. Be Free to attend (Koha / donation is permitted).
 - b. Receive donations and sponsorship (to cover the non-venue costs of hosting an event)
 - c. Charge a registration fee to participate (to cover the non-venue costs of hosting an event)
- f) If requested, the applicant must submit a full financial reconciliation showing the event or organiser has not benefitted financially, or quantifying the charitable benefit received.
- g) The applicant must comply with DVML's Health and Safety Policy.
- h) The applicants must complete their application within the allocated funding periods.
- i) Outside of funding rounds, please contact DVML on info@dunedinvenues.co.nz to discuss funding possibilities. Decisions on funding events outside funding rounds are at the sole discretion of DVML.

3.2 Events/Projects which do not qualify

- × Events that are run by, or for the benefit of, commercial or profit-oriented organisations.
- × Ticketed events where a cash payment must be made to attend (Koha/donation is exempt).
- × Events/projects that have already taken place (there is no retrospective funding).
- × Events that have a political or religious purpose.
- × Events/projects whereby an organisation, group of people or person financially benefits from the Community Access Grant (registered charitable organisations are exempt).

3.3 Accountability

If requested, the following information must be supplied to DVML within three months of the completion of the event; further applications for funding will not be considered until this information is received.

- a) Event attendance: the number of people who attended or participated in the event.
- b) A full event reconciliation for events generating a direct financial benefit, i.e. the event produces a cash surplus from sponsorship or paid entry.
- c) High resolution imagery or video footage of the event, which may then be used by DVML for promotional purposes if available.

4.0 OPERATIONAL RESPONSIBILITY

- a) All community requests for funding will be directed to DVML. DVML is responsible for processing applications and collaborating with the DCC to determine the outcome of each application prior to notifying applicants.
- b) The DCC will review the list of potential successful applications and confirm that all recommendations are in accordance with this Guideline.

4.1 Applications

- a) All applications for the Community Access Grant must be made on the official application form. All requested information must be included on the application form.
- b) Organisations may only apply for one event per application, though organisations planning an event series may apply for multiple dates on a single application form.
- c) Once the funding round is closed, all valid applications will be considered and notified of the outcome within eight weeks from closing date.
- d) Applicants should submit full and complete applications, however, should an attachment be omitted in error, the application will be returned to the applicant to resubmit with the required attachment/s within one week.
- e) Where an application is declined, applicants may be provided with an explanation for the decision, if requested. All decisions made by Dunedin Venues Management Ltd or Dunedin City Council are final.
- f) Once an event is confirmed, applicants should enter their event on the Dunedin City Events Calendar; www.dunedin.govt.nz/dunedin-city/events
- g) Late applications may be accepted at DVML's discretion. Applications submitted within the specified application period will take precedence.
- h) Outside of funding rounds, please contact DVML on info@dunedinvenues.co.nz to discuss funding possibilities.

5.0 EVENT TYPE

To determine an event's position in the Event hierarchy, all events at Forsyth Barr Stadium are classified under one of the following types:

5.1 Major Commercial Event (Type 1)

- An event where an anchor tenant hires the Stadium.
- An event with a projected attendance of 10,000 paying people.
- An event where a commercial agreement is in place and a commercial hire fee is to be paid.
- An event which generates an economic benefit to the city greater than \$1,000,000.
- An event which gains national and/or international media exposure.
- No community funding required.

Examples: International fixtures, concerts, Highlanders, Bunnings NPC Rugby

5.2 Commercial Event (Type 2)

- An event where a full Stadium commercial agreement is in place and a commercial hire fee greater than \$10,000 is to be paid to Dunedin Venues Management Limited.
- An event with a projected attendance of 5,000 – 9,999.
- An event which gains National media exposure.
- No community funding required.

Examples: Medium concerts, conferences, entertainment events

5.3 Large Community Event (Type 3)

- An event where the anticipated attendance is greater than 2,000.
- An event where national competitors travel from other regions to participate.
- Use of the Community Events Fund.
- Significant local media exposure.

Examples: Community concert, local sports competition finals

5.4 Medium Community Event (Type 4)

- An event where the anticipated attendance is 300 – 1,999.
- An event which requires full community funding.
- Some local media exposure.

Examples: Sports events, school events

5.5 Small Community Event (Type 5)

- Events where the anticipated attendance is 25 - 299.
- Use of the Community Events Fund.
- No guaranteed media exposure.

Examples: Sports trainings, entertainer's rehearsals

5.6 Event Hierarchy

To assist all users, your event will be classed as a Type 2, 3, 4, or 5 at the time of booking. This determines the hierarchy of your event in terms of booking priority. For full details on hierarchy definitions please refer below:

- Type 2 events cannot be rescheduled or cancelled.
- Types 3, 4 and 5 may be cancelled or rescheduled with no less than four weeks' notice should a Type 1 booking be accepted by Dunedin Venues Management Limited.
- Type 4 and 5 may be cancelled or rescheduled with no less than sixteen weeks' notice should a Type 2 booking be accepted by Dunedin Venues Management Limited.
- Type 4 events take precedence over Type 5 events, should there be two events applying for a single date. Incidental community events should not take precedence over confirmed Type 2, 3, 4 or 5 events.

Please note that this fund does not support Commercial Events (Type 1 and 2).

6.0 SERVICES AND SERVICES FEES

- The following table sets out the party responsible for arranging and bearing the costs of the following services under the Community Access Grant.
- Services will be provided at the rates agreed between DVML and any third-party provider of the services on the terms of this Agreement. Any Services arranged, procured or carried out by the Hirer shall comply with this Agreement.
- For avoidance of doubt, the Hirer is responsible for securing, at its own cost, all other facilities, services and equipment necessary for the Event, subject to compliance with this Agreement.

Area	Item	Who is responsible for arranging	Who bears the cost
Venue Hire	The area allocated to the hirer (at DVML's discretion)	DVML	DVML
Catering	All food and drink for the Hirer's staff and contractors, production crew and entertainers (if applicable)	DVML	The Hirer
Cleaning	Pre and post cleaning of all areas	DVML	DVML
Medical	Cover for public, entertainers, production crew, and Hirer's staff and contractors. Includes the event, pack in and pack out periods (if applicable)	DVML	The Hirer
Security	Ticketing entry, ushers, response groups, security staff for front of house	DVML	DVML
Traffic Management	Road closure plan and public transport (if applicable)	DVML	The Hirer
Pitch protection	Pitch protection for grassed surface (if applicable)	DVML	The Hirer
Event Production	Externally provided Event Production including Staging, lighting, sound, video and the production of the Event (if applicable)	The Hirer	The Hirer
D3 Screen (West & East screen)	Dry hire of the Operators D3 big screen. (Excludes production and/or event production)	DVML	DVML
Fencing	Mojo barrier across the front of the stage. (if applicable)	The Hirer	The Hirer
Fencing	Fencing to create a safe and secure area around the Event	DVML	DVML
Stadium contractors	Electrical and plumbing contractors onsite during Event (if applicable)	DVML	The Hirer
Structural engineer sign off if required	To sign off any installation that meets the specifications set out in the Technical Plan (if applicable)	DVML	The Hirer
Marketing	Marketing of the Event	The Hirer	The Hirer
Linen	Linen Hire	DVML	The Hirer

7.0 DEFINITIONS

Charitable status

Pertaining to an organisation; the organisation is registered with the New Zealand Charities Commission.

Facilities

The pitch, concrete slab, functions rooms, seating, carpark and other facilities at Forsyth Barr Stadium.

Not-for-profit

An incorporated society or other organisational entity that generates neither profit nor return to stakeholders.

Sports

Physical activities that are competitive, organised, involve observation of rules, individual or team participation.