



**CITY OF  
PERTH**

Click or tap here to enter text.

Address

Address

AUSTRALIA

DD/MM/YYYY

Dear \_\_\_\_\_,

## **LETTER OF AGREEMENT: VENUE SUPPORT GRANT – ENTITY – PROJECT TITLE**

### **Project**

The Organisation agrees to organise and do all things necessary to deliver the Project described below at no cost to the City other than the Grant detailed in this Letter of Agreement.

Project:

Dates:

Time:

Venue:

Description:

### **Grant**

The City agrees to provide in-kind support as set out below:

- Up to **APPROVED FUNDING ex GST in-kind support** for City fees and charges that are applicable to your project.

### **Acquittal**

The Organisation is required to complete an acquittal via Smartygrants within 3 months of completion of the activity. Failure to provide a satisfactory acquittal will deem the Organisation ineligible for future funding (including in-kind).

#### Enquiries to:

Sponsorship Team

City Events

Our Ref: ### Your Ref: ###

**T** (08) 9461 3333 **E** [info@cityofperth.wa.gov.au](mailto:info@cityofperth.wa.gov.au)

**A** 27 St Georges Terrace, Perth WA 6000

**ABN** 83 780 118 628

**Insurance**

The Organisation agrees to meet the insurance requirements of the relevant venue booking. For the Town Hall, Library and Parks and Gardens, \$20 million per occurrence is required and must be provided.

**Warranty**

By signing this Letter of Agreement, the Organisation warrants that it has the full power, capacity and authority to enter into this Agreement and to perform the obligations under it.

**Indemnity**

The Organisation agrees to indemnify the City against any liability, action, claim, demand, damage, cost or expense incurred by the City, or any employee or agent of the City that arises in any way out of the City's sponsorship of the event.

**Termination**

This agreement will be terminated if the Event or Project is cancelled. The Organiser must notify the City within 24 hours of the decision to cancel the Event or Project being made and refund the City any part of the Sponsorship that has already been paid. The City may, at its sole discretion, allow the Organiser to retain any part of the Sponsorship that has already been paid.

For the avoidance of doubt, this will also apply if the Event or Project is cancelled due to change in any Law or any authority exercised by an Authority or official by Law or due to the impact of a pandemic or epidemic.

Yours faithfully,

Click or tap here to enter text.

**ALLIANCE MANAGER CITY EVENTS**

\_\_\_\_\_  
Date

\_\_\_\_\_  
I, \_\_\_\_\_ [person authorised to sign for the Organisation], agree to the terms and conditions set out in this Letter of Agreement.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
Date