



# SUNDAY OCTOBER 15

## 2017 TEAM MARQUEE APPLICATION FORM

Team Marquee Name		
Text to appear on Fascia Sign		
Address		
Contact Person	Name:	Phone:
Email		
Race Day Contact (must be supplied)	Name:	Mobile:
Preferred Payment Method (Circle)	Invoice (EFT) / Credit Card (please fill in details below)	
Marquee Size Request*		
Estimated Number of Guests		

**\*Please note that if you are ordering a 3m x 6m, it is a 3m frontage**

### MARQUEES

The Event Organisers will construct large structures and partition these off

No private or BYO structures are permitted.

Tents will be partitioned off in 3m width increments and can be either 3m or 6m deep

Larger sizes are available by special request

A fenced off 3m garden area is also included at the front of the tent

Suggested sizes – 3x3m per 20 people

Waste management facilities provided

No power provided – but available for a charge if requested

See the below map for location of Team Marquees in relation to the overall site

Allocation of sites is at the discretion of IMG

### COST

**\$770 + GST** per 3x3m of Tent Area purchased

(Note: Prices include all park hire fees)

If you selected to pay by credit card please complete the card details on page 3. If you selected to pay by EFT an invoice will be sent to you with a total amount payable once your application has been processed.

### FURNITURE

1 Trestle Table and 10 Chairs will be provided for every 3x3m area purchased

For additional furniture or to request a product catalogue please contact

Brad Harris (Atmosphere Events - [bradh@aevents.com.au](mailto:bradh@aevents.com.au) - (1300 286 677))

## CATERING

Details of the Official Caterer are yet to be determined.

Once menus become available, they will be emailed to all teams who have completed the application form and will be available to download from the website

No external catering companies or self catering will be permitted within Team Marquees

## SIGNAGE

1 x fascia sign will be provided and installed for teams to identify their area

The text on the fascia sign will be taken from the text box at the top of the page

A logo on the fascia sign will be permitted as long as it received by the cut off date in the correct version

Logos must be emailed through in high resolution JPEG or EPS versions, no later than Friday 22<sup>nd</sup> September 2017.

Additional corporate signage is only permitted **inside** the Team Marquee

## SECURITY

Any items left within the team marquee is done so at the risk of the team

## RULES & REGULATIONS

Acceptance into the Team Marquee area will be subject to confirmation by IMG.

Final confirmation of the booking is subject to payment of Team Marquee fees to IMG.

All rubbish is to be removed from the allocated area and placed in the bins provided, otherwise a cleaning fee of \$100 will be incurred.

Atmosphere Events are the exclusive event hire company. No other hire companies will be permitted to enter the designated area.

No commercial catering is allowed – except orders placed through the official venue caterer. IMG accepts no responsibility for any items stored in the team marquee. These are left at the team's own risk.

No power is supplied. If a team requires power IMG can arrange this for an additional charge.

*Booking Cut Off –*

***To receive the early bird rate applications must be confirmed and paid for by July 31<sup>st</sup>.***

***All other applications must be received 5pm Friday 22<sup>nd</sup> September 2017.***

For cancellations, a 10% administration fee will be kept for all cancellations before 5pm Friday 22<sup>nd</sup> September 2017. After this time, no refunds will be issued.

All hirers agree to comply with all the above regulations.

**I/We have read the Restrictions and accept these rules and regulations.**

Signed \_\_\_\_\_

Date: \_\_\_\_\_

## PLEASE SCAN AND EMAIL COMPLETED FORM TO:

Helen McArthur at [enquiries@melbournemarathon.com.au](mailto:enquiries@melbournemarathon.com.au)

by Friday 22<sup>nd</sup> September 2017

**Credit Card Type**

VISA

MASTERCARD

AMEX

**Name on card**

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**Card Number**

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**Expiry Date**

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**ID Number**

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**Please charge the above card the amount of \$**

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**Cardholder Signature**

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*If paying by credit card, please complete the details below:  
Please note there is a 3% surcharge on Credit Card Payments*

LOCATION OF TEAM VILLAGE \* SUBJECT TO CHANGE

