



MAJOR EVENT PERMIT APPLICATION

Record: _____
 Doc # MMC-SPEC-FORM-001
 Issued June 2019
 Next Review June 2020

(For an event to be held on Mid Murray Council land or land under Council’s care and control)

Send To: Mid Murray Council, PO Box 28, MANNUM SA 5238; OR Email: Postbox@Mid-Murray.sa.gov.au

All Major Event Permit Applications **must** be lodged with Council **90 days or more** prior to the event

DEFINITION - A Major Event fits within the following guidelines:

- has an estimated attendance of >20 people; and / or
- includes a formal ceremony; and / or
- includes additional stall holders / businesses (inc. the sale of food / beverages / alcohol); and / or
- requires amplified sound (music, pa etc.) and / or
- requires vehicle or pedestrian access signage, and / or
- requires additional infrastructure (e.g. staging, large marquees, etc.); and / or
- involves road closures or speed reductions; and / or
- involves an activity Council deems as potentially dangerous or high risk. e.g. amusement structures, large temporary structures, fireworks etc.

Examples of a Major Event may include a Club Gathering (with market type stalls), Market, Fair, Festival, Community Event, Events with Fireworks, and Events with Traffic Management Requirements etc.

1. APPLICANT & EVENT DETAILS

I, _____
(Name)

For and behalf of: _____
(Organisation – if applicable)

Here-in-after called the “Applicant / Permit Holder” make this Application to hold the Event described below on Mid Murray Council land or land under Council’s Care and Control and declare I am over 18 years of age.

Address: _____

Contact Person: _____ Position / Title: _____

E-mail: _____

Best Contact Ph: _____ During Event: _____

Name of the Event: _____

Description: _____

Provide details about your event including the purpose of the event (e.g. Community, Ticketed, Private)

Entry Fee: _____ N/A

Event Date(s): Start: _____ Finish: _____

Number of Days: _____

Event Times: Start: _____ Finish: _____

Estimated Daily Attendance: _____ For Multi-Day Events: Overall (estimated) Attendance: _____

2. EVENT INSURANCE

Please note: Event Organisers are responsible for the safety of event participants and spectators. Council does not accept liability for any personal injury, loss or damage that may occur to participants or third parties or their property as a result of staging an event.

Do you have Public Liability Insurance for the minimum sum of \$10 million?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

A copy of the Certificate of Currency for the minimum sum of \$10 million is attached

3. EVENT VENUE

Proposed Venue

Venue Address:

Site Preparation

Start Date / Time)

Site Vacated

Date / Time:

Handover Arrangements
(Bump In / Bump Out)

Task:

Responsibility (Name)

A Site Plan must be submitted showing the location of facilities and activities of the event. Please attach a site plan to this application

Site Plan Attached

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If an aerial photo is required to assist with your site plan, please contact Council on 8569 0100. The following points are a guide of what should be included on the site plan:

- Camping areas
- Directional signage locations
- Drinking water
- Emergency Services access and exit point, e.g. SAPOL, SAAS, SES, CFS.
- Emergency Assembly Point(s)
- Entry and Exit Points (including disabled)
- First aid posts
- Fire Extinguishers
- Food stalls
- Information Points / Booths
- IT Equipment (PCs, Projectors, Screens)
- Liquor licenced (wet / dry) areas
- Lost Property / Children
- Media area
- Road Closures
- Parking (including disabled)
- Performance / Entertainment locations
- Power Supply (single or 3 phase)
- Restricted or prohibited areas
- Roads and paths
- Rubbish bins
- Seating and / or shade (natural or built)
- Security
- Stages / Marquees
- Structures (art installations or similar)
- Toilets (permanent / temporary / disabled)
- Vehicle access routes

3.1 POWER

NOTE: Single-phase power involves a 240kw power outlet. Most domestic loads are single phase. Three-phase systems allow you to power larger motors and other devices such as generators. If using a portable power source for audio, power must be earthed.

Is power required for the Event

Yes

No

If yes, Safety issues must be considered. All power leads must be tagged and tested and must be covered with approved safety pads to prevent damage by both pedestrian and motorised traffic. Potential hazards relating to power must be addressed. Refer Section 6: Risk & Emergency Management

Details of requirements:

3.2 DANGEROUS SUBSTANCES (LPG CYLINDERS, FLAMMABLE LIQUIDS)

Will LPG Gas Cylinders or flammable liquids (e.g. petrol) be used?

Yes

No

If yes, Safety issues must be considered. Potential hazards relating to dangerous substances must be addressed and included in Section 6: Risk & Emergency Management

Will there be over 250kg of PG or 120l of flammable liquids on the entire site?

Yes

No

IF YES: Provide the Dangerous Substances Licence Number:

Other Information:

3.3 FACILITIES / EQUIPMENT REQUESTED FROM COUNCIL

Equipment Required	How Many?	Details <i>Pick Up / Delivery - Who, Where, How and When?</i>
• Chairs / Tables		
• Community Event Signage		
• Other Signage		
•		
• Bunting		
• Star Droppers and Caps		
• T Tops		
• Other?		
•		
•		

3.4. WASTE MANAGEMENT

Will your event require assistance with waste management?

Yes

No

If YES, please provide details, Council may be able to assist:

3.5. TOILET FACILITIES

How Many Toilets? Female: _____ Male: _____ Disabled _____

How Many Urinals Male: _____ Disabled _____

How Many Hand Basins Female: _____ Male: _____ Disabled _____

Details of hygiene considerations (toilet cleaning during the event / hand washing / drying / stock of consumables)

3.6. SIGNAGE

Will the event require temporary signage? Yes No

If yes, please indicate below: (include those under the provision of the Liquor Licensing Act)

<input type="checkbox"/> Ambulance / First Aid locations	<input type="checkbox"/> Parking (including disabled)
<input type="checkbox"/> Camping areas and facilities	<input type="checkbox"/> Police
<input type="checkbox"/> Drinking water	<input type="checkbox"/> Public transport pick up / set down points
<input type="checkbox"/> Emergency Services	<input type="checkbox"/> Security
<input type="checkbox"/> Entrances and exits	<input type="checkbox"/> Toilets and ablutions
<input type="checkbox"/> Food outlets	<input type="checkbox"/> Pedestrian / Wheelchair access
<input type="checkbox"/> Information centre(s)	<input type="checkbox"/>
<input type="checkbox"/> Lost and found / stolen property	<input type="checkbox"/>
<input type="checkbox"/> No smoking / alcohol (if appropriate)	<input type="checkbox"/>

Will any signage be larger than 2m²? Yes No *If YES, Development Approval is required from Council*

Copy of Council Development Approval attached? Yes No

Comments:

3.7 TEMPORARY STRUCTURES AND CHANGES TO EXISTING FACILITIES

If development approval is required, assessment for both Planning and Building may take up to 16 weeks

Will the event include any temporary structures, such as?

• Stages or platforms	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Break away stage skirts	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Seating stands	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Marquees / tents	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Pre-fabricated buildings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
• Other	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have development approvals been obtained from Council for temporary structures or changes to existing facilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Comments:

4. TRAFFIC & PEDESTRIAN MANAGEMENT (ROAD CLOSURES)

Event organisers will be responsible for ensuring that suitably qualified traffic management officers and traffic management plans are provided to Council prior to any approval being granted. Council may, at its discretion, provide assistance to undertake road closures.

Will the event impact on local traffic access, flows or speed or will it be necessary to close any roads or divert any traffic for your event? Yes No

If yes, please complete and attach MMC-SPE-FORM-004 Application for Temporary Road Closure. To allow time to meet all road closure requirements, both forms **must** be lodged **90 days or more** prior to the Event.

Application for Temporary Road Closure / Speed Restrictions attached? Yes No

5. PUBLIC HEALTH, SAFETY & OTHER CONSIDERATIONS

5.1 COMMUNITY & PUBLIC CONSULTATION

If the event is likely to impact in any way on adjoining properties (e.g. noise, extra cars, road closures, it is recommended that the occupants be contacted well in advance of the event)

Have adjoining property owners / occupiers been advised where required? (e.g. public notices in local print media etc. (important where road closures or fireworks)? Yes No

Details:

5.2 NOISE

Under the requirements of the Local Nuisance and Litter Act 2016, applicants are required to seek an exemption from Council from creating a local nuisance (Noise)

Will your event include amplified music or speeches, etc.? Yes No

If YES, please provide details including what will be amplified, volume (decibel level if known) and times.

5.3 ANIMALS

Events involving animals must comply with all RSPCA recommendations and standards as a minimum to minimise or prevent harm or distress to the animals; and appropriate considerations should also be demonstrated for Transport, Handling and Containment of Animals, Waste Removal, Handwashing and Sanitation requirements.

Does the event involve the use of animals? Yes No

Will people handle the animals in any way? Yes No

If YES, provide details of:

1. Handwashing and other hygiene facilities: _____
 2. Transport, handling and containment of the animals: _____
 3. Collection, storage and removal of waste, (e.g. bedding, manure, etc.)? _____
-

Ref: Petting Zoo Infection Control Guideline, Department of Human Services, 2002

5.4 LIQUOR LICENSING & ALCOHOL CONSUMPTION

Will alcohol be provided / sold? **NOTE: If YES, a 'Limited Liquor License' may be required** Yes No

Copy of Limited Liquor License attached? Yes No

Notes / Comments:

5.5 SECURITY

Will there be qualified security personnel in attendance?

Yes

No

If YES, please provide details:

Name of Company: _____

Licence details: _____

Number of personnel on site: _____

Responsible for: _____

Contact Person at Event: _____

Phone / Mobile: _____

Time Security will be on site: _____

am/pm

and conclude at: _____

am/pm

If NO, please explain why Security is not required: _____

5.6. FIREWORKS

Will there be any fireworks or other pyrotechnics at the event?

Yes

No

If YES, attach a copy of the Technician's current pyrotechnics licences and SafeWork SA Workplace Services Permit;

Company managing / undertaking fireworks program _____

Technician

(Name): _____

Permit

Number: _____

Email: _____

Mobile: _____

- Copy of the Technician's current pyrotechnics licences and SafeWork SA Workplace Services Application / Permit attached?

Yes

No

Identify areas patrons are restricted from entering (public exclusion zones) on the site plan

Detail how public exclusion zones will be managed:

Ref: Explosives Act SA 1936

5.7 AMUSEMENT STRUCTURES

Will there be any amusement structures operating at the event?

Yes

No

If yes, provide details and attach applicable information for each structure

- A current copy of SafeWork SA Workplace Services Certificate of Amusement Structure Registration (and or associated log book entries); and
- A copy of Public Liability Insurance (Certificate of Currency) for the minimum sum of \$10 million; and any other applicable licences

Proprietor: _____

Structure Type: _____

Reg. No: _____

- Copy SafeWork SA Workplace Services Certificate of Amusement Structure Registration

Yes

No

N/A

- Copy Public Liability Insurance Certificate of Currency (min. \$10 million) attached

Yes

No

N/A

- Copy(s) of other Applicable Licences / Information? List below:

Yes

No

N/A

(Copy and attach additional pages as required)

6. OTHER PARTICIPATING ORGANISATIONS/BUSINESSES/GROUPS

6.1 FOOD OUTLETS

Will food be provided for sale at the event?

Yes

No

If yes, MMC-SPE-FORM-003 "Intention to Conduct a Temporary Food Premises" Application (with a copy of Public Liability Insurance Certificate of Currency for the minimum sum of \$10 million; and other applicable licences) must be lodged with Council at least 14 days PRIOR to the event by each participant.

Type of Food	Facilities Required / Utilised	Supplier / Caterer	Contact Details		Documents Attached
			Name		<input type="checkbox"/> Application <input type="checkbox"/> Public Liability Insurance Certificate of Currency
			Address		
			Phone		
			Name		<input type="checkbox"/> Application <input type="checkbox"/> Public Liability Insurance Certificate of Currency
			Address		
			Phone		
			Name		<input type="checkbox"/> Application <input type="checkbox"/> Public Liability Insurance Certificate of Currency
			Address		
			Phone		
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			Address		
			Phone		
			Name		<input type="checkbox"/> Application <input type="checkbox"/> Public Liability Insurance Certificate of Currency
			Address		
			Phone		
			Name		<input type="checkbox"/> Application <input type="checkbox"/> Public Liability Insurance Certificate of Currency
			Address		
			Phone		

Ref: Food Act 2001

6.2 STALL HOLDERS (NON FOOD RELATED)

Any (non food related) organisations / businesses participating in this event?

Yes

No

If yes, each business must be listed below and a copy of Public Liability Insurance Certificate of Currency for the minimum sum of \$10 million; and other applicable licences must be attached to this application

Name of Stall / Exhibitor	Type of Stall (Products / Goods for Sale)	Contact Details		Documents Attached
		Name		<input type="checkbox"/> Public Liability Insurance Certificate of Currency <input type="checkbox"/> Other ____ Total # of attachments
		Address		
		Phone		
		Name		<input type="checkbox"/> Public Liability Insurance Certificate of Currency <input type="checkbox"/> Other ____ Total # of attachments
		Address		
		Phone		
		Name		<input type="checkbox"/> Public Liability Insurance Certificate of Currency <input type="checkbox"/> Other ____ Total # of attachments
		Address		
		Phone		
		Name		<input type="checkbox"/> Public Liability Insurance Certificate of Currency <input type="checkbox"/> Other ____ Total # of attachments
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		Address		
		Phone		
		Name		<input type="checkbox"/> Public Liability Insurance Certificate of Currency <input type="checkbox"/> Other ____ Total # of attachments
		Address		
		Phone		
		Name		<input type="checkbox"/> Public Liability Insurance Certificate of Currency <input type="checkbox"/> Other ____ Total # of attachments
		Address		
		Phone		

(Copy and attach additional pages as required)

7. RISK & EMERGENCY MANAGEMENT

7.1 RISK ASSESSMENT & CONTROL

All events have risks, regardless of the nature or size. It is the event organiser's responsibility to identify and manage these risks. Event organisers can effectively manage risks by anticipating, understanding and making sensible decisions on how to manage and control risks. In order to identify what risks need to be managed, a Risk Assessment must be conducted.

Please complete and attach MMC-SPE-FORM-005 Risk Assessment. If you require assistance, please contact Council

Risk Assessment attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have risks been identified and rated?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have suitable control measures been established and implemented for each risk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will Contractors be engaged to work at the event?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will there be persons working at height?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will there be moving vehicles in the event space? Forklifts etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

7.2. EMERGENCY MANAGEMENT

The provision of first aid facilities and emergency services is the responsibility of the event organiser. Event organisers as a minimum must ensure that first aid kits are available at the event and that members of a Committee and / volunteers have appropriate senior first aid training. Event organisers should have an appropriate emergency plan and communication system in place. Major Events require an Emergency Management Plan (refer MMC-SPE-FORM-005 Emergency Management Plan). If you require assistance, please contact Council

Emergency Management Plan attached?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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How will first aid facilities be provided for this Event? _____

Who will be providing these facilities? _____

7.3 EMERGENCY SERVICES NOTIFICATION

It is essential that event organisers notify Emergency Services of the event to assist in their planning for response to any emergency. Consult all services listed and include all requirements / recommendations they provide, and action taken below:

SA POLICE	Date Notified: _____	Notified By: _____
Branch Name: _____	Branch Location: _____	
Contact Officer: _____		

FIRE AUTHORITY	Date Notified: _____	Notified By: _____
Branch Name: _____	Branch Location: _____	
Contact Officer: _____		

AMBULANCE	Date Notified: _____	Notified By: _____
Branch Name: _____	Branch Location: _____	
Contact Officer: _____		

HOSPITAL / HEALTH SERVICE	Date Notified: _____	Notified By: _____
Branch Name: _____	Branch Location: _____	
Contact Officer: _____		

8. CONDITIONS

1. The Event Permit:
 - is not a lease or tenancy – the event area remains a public place and, except as stated otherwise on the plan, neither the event holder nor their patrons have exclusive use of the event area;
 - is limited to the particulars of this permit – any variation to details is at the Council’s discretion;
 - is not transferable;
 - may be surrendered at any time through notification to the Council;
 - is revocable by the Council as Local Government Act 1999 allows.

During the period covered by the Event Permit, a copy of the Event Permit must be kept upon the event area, and upon request, produced to an authorised employee of Council.
2. The Permit Holder organising and / or persons participating in private events in a reserve, park or garden, do so at their own risk. The Council accepts no liability for loss, and the Applicant / Permit Holder agrees to indemnify and keep indemnified the Council, its servants and agents against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the issuing of the permit.
3. The Applicant / Permit Holder (or Organisation) shall take out and keep current a Public Risk Insurance Policy in the name of the Permit Holder (or Organisation) insuring the Permit Holder for the minimum sum of Ten Million Dollars (\$10,000,000) against all actions, costs, claims, damages, charges and expenses whatsoever which may be brought or made or claimed against the Applicant / Permit Holder in relation to the activity.
4. The Applicant / Permit Holder or any other participant, (e.g. a vendor of merchandise), where appropriate, shall ensure that it is licensed or registered to carry out the activity authorised by the issuing of this Event Permit. The Permit Holder must ensure that all stall holders or performers associated with the Event provide required insurances. Any plant or equipment of the Permit Holder or its participants, must be presentable, clean, safe, and kept within the Event Area boundaries. Equipment and structures must be removed from the Event Area or secured at the close of business on each day of the Event. A marquee, staging, scaffolding or other temporary structure must be installed by qualified persons; electrical works must be carried out by qualified electricians; plumbing works must be carried out by qualified plumbers. Any plant or equipment of the Permit Holder or its participants brought upon the Event Area is at the Permit Holder’s risk.
5. The Permit Holder must not suffer upon the Event Area any disorderly conduct or a public nuisance.
6. The Permit Holder must keep the Event Area safe, clean and free of rubbish.
7. No vehicle of any type may be driven onto the reserve, park or garden without the prior written approval of Council. Unauthorised vehicle access on reserves is a breach of Council By-laws, and will result in the issue of an expiation notice.
8. Umbrellas or marquees / tents must not be erected within the reserve, park or garden without written approval of Council.
9. On the day of occurrence or, if not practicable, the next business day, the Permit Holder must advise Council in writing of:
 - any injury/s that required off-site medical treatment during the Event
 - any loss, damage or defect of property under the Council’s care, control and management;
 - any Police attendance in response to complaints, disorderly conduct or public nuisance
 - any material variation, suspension, revocation or expiry of insurance or a third party consent, licence, permit or approval the Event Permit or Event requires.
10. The event area must be restored to the same condition as prior to the event, by the date stipulated in the application or no longer than 48 hours after the event. If repair or replacement of damaged property is required by Council, Council may seek to recover costs from the Permit Holder.
11. If by reason of the Permit Holder’s (or its participants) default or negligence the Council claims any insurance the Permit Holder shall bear any excess or deductible for the claim.
12. The Event Organiser shall comply with and give all notices required by any Act of Parliament, Ordinance, Regulation or By-law relating to the activity.
13. The Council grants the Event Permit under Local Government Act 1999 s. 202 (in case of community land) and s. 222 (in case of a public road) and not in any other capacity. The Event Permit does not preclude or pre-empt the exercise by Council of any other regulatory function or power.
14. Permission may be revoked by Council if the Permit Holder fails to comply with any condition or in any other justifiable circumstance. The decision of Council will be final.
15. Permission to commence the Event will not come into operation until proof of all required documentation has been provided to the Council and the Event Permit, authorised by Council, has been returned to the Permit Holder.
16. The Permit Holder paying prescribed fee(s). Community organisation (non-profit), in lieu of monetary payment, are to recognise Mid Murray Council is promotion / advertising for the event to the same value. Refer Council’s Fees and Charges schedule.
17. The Permit Holder agrees to all ‘Special Conditions for Permit’ which the Council may determine.

DECLARATION

I have read and understand the permit conditions and agree to abide by the said conditions, for and on behalf of the Applicant (Event Organiser)

Name (Print): _____	Position: _____
Signature: _____	Date: _____

FOR OFFICE USE ONLY –

SECTION	✓	Details / Comments
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2. EVENT INSURANCE

- Copy of Certificate of Currency Expiry Date: _____

3. EVENT VENUE

- | | | | |
|-----|---|--------------------------|--|
| • | SITE PLAN Provided? | <input type="checkbox"/> | |
| 3.1 | Power | <input type="checkbox"/> | |
| 3.2 | Dangerous Substances (LPG cylinders, flammable liquids) | <input type="checkbox"/> | |
| 3.3 | Facilities / Equipment requested from Council | <input type="checkbox"/> | |
| 3.4 | Waste Management | <input type="checkbox"/> | |
| 3.5 | Toilet Facilities | <input type="checkbox"/> | |
| 3.6 | Signage | <input type="checkbox"/> | |
| 3.7 | Temporary Structures and changes to existing facilities | <input type="checkbox"/> | |

4. TRAFFIC & PEDESTRIAN MANAGEMENT (ROAD CLOSURES)

- | | | | |
|----------------|----------------------------------|--------------------------|---------------|
| • | Council Approval | <input type="checkbox"/> | Resolution #: |
| • | Traffic Notice (SAPOL) | <input type="checkbox"/> | |
| • | Traffic Guidance Scheme (WZTM) | <input type="checkbox"/> | |
| • | Emergency Services Notifications | <input type="checkbox"/> | |
| • | Advertising | <input type="checkbox"/> | |
| Other Licences | | | |
| • | Aquatic Activity Licence | <input type="checkbox"/> | |
| • | Advertising & Signage | <input type="checkbox"/> | |

5. PUBLIC HEALTH, SAFETY & OTHER CONSIDERATIONS

- | | | | |
|-----|--|--------------------------|--|
| 5.1 | Community & Public Consultation | <input type="checkbox"/> | |
| 5.2 | Noise | <input type="checkbox"/> | |
| 5.3 | Animals | <input type="checkbox"/> | |
| 5.4 | Liquor Licensing & Alcohol Consumption | <input type="checkbox"/> | |
| 5.5 | Security | <input type="checkbox"/> | |
| 5.6 | Fireworks | <input type="checkbox"/> | |
| 5.7 | Amusement Structures | <input type="checkbox"/> | |

6. OTHER PARTICIPATING ORGANISATIONS/BUSINESSES/GROUPS

- | | | | |
|-----|-------------------------------------|--------------------------|--|
| 6.1 | Food Vendors | <input type="checkbox"/> | |
| 6.2 | Stall Holders (Non Food) Exhibitors | <input type="checkbox"/> | |

7. RISK & EMERGENCY MANAGEMENT

- | | | | |
|-----|---------------------------------|--------------------------|--|
| 7.1 | Risk Assessment & Control | <input type="checkbox"/> | |
| 7.2 | Emergency Management | <input type="checkbox"/> | |
| 7.3 | Emergency Services Notification | <input type="checkbox"/> | |

Application Approved:	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Notes: _____
By (Print Name)	_____				Date: _____
Position	_____				
Signature:	_____				

END OF DOCUMENT