**Acquittal form - Temporary Naming of Sporting Grounds**

This form is to be completed annually to acquit the sponsorship income generated from temporarily naming a sports ground. A separate acquittal must be completed at the end of each 12-month period within the term of sponsorship.

Please email the completed acquittal form to inq@colacotway.vic.gov.au marked for the attention of the Community Places Department.

**Acquittal conditions**

* Sponsorship income from temporary renaming of a sports ground must be used on sports development or facility development and is not permitted to be used for player payments.
* An annual acquittal is required to be submitted to Council.
* As stated on the application form, the sponsorship arrangement must be noted in the club/community group’s annual financial report. Evidence of this condition to be provided with this form.

**Reserve or sports ground details**

1. Reserve Name

Click or tap here to enter text.

**Club details**

1. Name of club

Click or tap here to enter text.

1. Contact name

Click or tap here to enter text.

1. Email

Click or tap here to enter text.

1. Phone

Click or tap here to enter text.

1. Postal address

Click or tap here to enter text.

**Sponsorship details**

1. Sponsorship organisation name.

Click or tap here to enter text.

1. Description of temporarily renamed facility.

For example: Oval, Grandstand, Courts, etc.

Click or tap here to enter text.

1. Temporary name of the sports facility.

Click or tap here to enter text.

1. Sponsorship term start date.

Click or tap to enter a date.

1. Sponsorship term end date.

Click or tap to enter a date.

1. Sponsorship timeframe for this acquittal period.

Click or tap here to enter text.

1. Sponsorship amount received for this acquittal period.

Click or tap here to enter text.

**Acquittal information**

1. What was the sponsorship income received during this period used for? List the item(s) and amount. Please attach any supporting information (e.g. financial report statement).

Click or tap here to enter text.

1. As stated in Council’s *Temporary Naming of Sporting Grounds Policy* and on the associated application form, a condition of temporary renaming is that “All tenants that use the renamed sports ground during the period of the sponsorship share in the proceeds.” Please discuss how the renaming sponsorship was apportioned to other tenants.

Click or tap here to enter text.

***Declaration:*** *The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purposes) and is not passed onto third parties. In some instances, however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council’s Information Privacy Policy contact our Privacy Officer on 5232 9400.*