

## EVENT NOTIFICATION FORM

This form registers your intent to hold an event in the Southern Grampians Shire local government boundary. Completing this form entitles your event to be considered for free promotion in the Greater Hamilton Events Guide, What's On Guide, the Visit Greater Hamilton Website and Facebook page, local radio, television and newspaper advertising.

**\*Mandatory fields**

**\*EVENT NAME:** ..... (Max 100 characters)

**\*Event Date(s):** .....

**\*Event Times:** Start: ..... Finish: .....

**\*Event Location**

Venue Name: .....

Street Address: .....

Suburb: ..... Postcode: .....

**\*Event Frequency:**

(Please select)

Annual

Bi-Annual

Fortnightly

Monthly

Once Only

Weekly

**\*Event Description:**

(to be used in marketing your event)

**\*Event Type:**

(Please select)

Business Event

Class, Lesson, Workshop, Talk

Community Event

Concert or Performance

Exhibition or Show

Festival or Celebration

Food and Wine Event

Market

Sporting Event

**\*Event Entry Fee:**

(Please advise \$ fee)

Adult:.....

Child: .....

Concession: .....

Family: .....

Other: .....

**Expected Number of Attendees**

**Event Contact Number:** .....

**Event Email Address:** .....

To qualify for listing on our event websites you must provide a web address where your upcoming event is currently listed and a suitable image. If you cannot provide a web link or image this does not exclude your event from receiving free marketing support through other channels :

**Event Website:** .....

**Event Booking URL:** .....

**Instagram Link:** .....

**Twitter Link:** .....

**YouTube/ Video URL:** .....

**Facebook Link:** .....

*\*Image: (To be listed on any digital platforms including website and Facebook, you must provide a landscape style image, no text or collage, minimum size 2048 X 1536 pixels)*

**Have you attached an image with this form** *(Please select)*                      Yes                      No

**\*Event Organisers Details:** *(This information will be kept for council records only)*

Contact Name: .....

Organisation: .....

Postal Address: .....

Contact Phone: .....

Contact Email: .....

**See Council's "For Event Organisers" page at [www.sthgrampians.vic.gov.au](http://www.sthgrampians.vic.gov.au) to book equipment, signage or for grant information.**

**IMPORTANT INFO:**

It is the responsibility of the event organiser to hold an appropriate level of public liability insurance and to also determine the need for any necessary permits required to host a legally compliant event. If a permit of any type is required, please allow 2-6 months to finalise as third party notification may be necessary.

We recommend that you notify the Victorian Police ([hamilton.uni@police.vic.gov.au](mailto:hamilton.uni@police.vic.gov.au)) and Ambulance Victoria ([events@ambulance.vic.gov.au](mailto:events@ambulance.vic.gov.au)) of your event.

If you have any questions or wish to discuss your event please contact Council’s Events Marketing and Development Officer on 5573 0239 or [events@sthgrampians.vic.gov.au](mailto:events@sthgrampians.vic.gov.au).