

Winter IN BANYULE

Arts, music, dance & heritage
Saturday 8 August to Sunday 23 August 2009

Event Application

Application & Images Deadline: 5pm Thursday 18 June 2009

Completed application forms can be delivered via email, fax, or post:
email: carole.maher@banyule.vic.gov.au
Fax: 9499 9475 Post; Carole Maher, 44 Turnham Avenue, Rosanna, 3084

To apply to participate in 'Winter in Banyule' please complete this form and ensure that all details are provided regarding your event or performance, including preferences for dates and times.

Please ensure that you read and sign the privacy statement and disclaimer on page 2 of this form.

All other enquiries regarding this year's festival can be directed to:

Abigail Edwards-Hart, Cultural Services Development Officer Ph: 9457 9930.

CONTACT DETAILS

Organisation/Group: _____

Contact Name: _____

Address: _____

Postcode: _____

Phone: (H) _____

(W) _____

(MOBILE) _____

E-MAIL _____

(FAX) _____

Images of your event for the program/brochure

These should be a high quality jpg, tiff or eps (300dpi, 100mm x 150mm, 1800 x 1300 pixels or larger).

They must be received by 18 June, by Carole at carole.maher@banyule.vic.gov.au

Use of images will depend on design suitability.

Posters & Programs

At all events, posters and programs need to be displayed and made available for the public. 10 posters & 50 programs will be allocated to each event. It is the event producer's responsibility to collect their festival program brochures and posters from the Banyule City Council Customer Service Centre at 44 Turnham Avenue, Rosanna. If more than 10 posters & 50 programs are required please indicate below.

I estimate that we will need posters & programs / calendars.

Please enter the details of your event over the page. The details you provide will be used as your entry in the Winter in Banyule official program.

PROPOSED EVENT DETAILS

Name of event: _____

Date/s: _____

Time/s: _____

Venue including complete address: _____

Venue Melway reference _____ Tel no for enquiries / bookings: _____

Cost for participants: Free Gold Coin

Adult \$ _____ Child \$ _____ Concession \$ _____

Group Discount (10 or more) \$ _____

Description of event

MAXIMUM 50 WORDS

Please carefully write the description of your event, so that the description is clear & interesting. This description will be used to promote your event in the Winter in Banyule program.

Please tick the boxes that are appropriate

Is your event suitable for families with children? Is the event venue suitable for all abilities?

Will tea and coffee be available at your event? Will food and drink be available at your event?

Please check to ensure spelling and event details are correct. Your entry may be edited due to space or suitability needs. Every effort will be made to have edited text checked by you prior to printing, however this may not be possible.

Council respects all personal and confidential information you give and will do everything possible to protect information from unauthorised access, loss or misuse. Information collected from you is required for the delivery of Council Services in accordance with Council's powers, functions and purposes under the Local Government Act 1989 and other relevant legislation. It may also be used by Council to conduct research and customer satisfaction surveys so that we may better understand community needs and can improve service delivery. Should you need to change or access your personal details, please contact Customer Service on (03) 9490 4222.

I understand that the information provided above will be used
(please print)
in accordance with relevant legislation and declare that this information is correct to the best of my knowledge.

Signature: **Date:**

'ACCESS FOR ALL' AUDIT

Consideration should be given to the following when organising any community event:

Is there:	YES	NO	COMMENTS
Accessible (wheelchair) parking bays located as close as possible to the event entry?			
Transport drop-off/pick up point near the entry?			
Clear, accessible path of travel to, into, through and out of any building/venue where the event is being hosted (consider wheelchair access at entry & exit and adequate circulation spaces in the venue, access to emergency exits, etc).			
Accessible (wheelchair) toilet (preferably unisex)?			
Clear signage (large print, tactile indicators, audio components) located at the entry to and within the venue?			
Accessible counter height (wheelchair) for display/sale items (food stalls, etc).			
Display 'Companion Card' acceptance at ticket office/booths.			
If outside, shade/shelter areas over rest, spectator and seating areas (seating with backs and arm rests and space for wheelchairs to pull in alongside).			
Accessible viewing/lookout areas in a variety of locations.			
Appropriate handrails and contrasting line marking on steps, ramps, etc.			
Appropriate lighting to pathways, toilets, etc., for night-time use.			
Hearing augmentation equipment (Audio Loop), Auslan interpreters for Deaf or hearing impaired persons (for presentations, etc).			
Accessible (wheelchair) utilities such as public telephone, picnic tables, barbecues, drinks fountains, rubbish/litter bins, etc.			
Promotional material indicating accessible facilities, including the location of accessible: parking bays, toilets and entry & exit etc., on the venue map.			
First aid provisions at major events.			
Access to Public Transport			
Disabled access to stages?			
Are all doors standard door width (800mm)?			