

Burdekin Community Events Sign Application

Information Privacy Act 2009. Burdekin Shire Council is collecting the personal information you provide on this form for the purpose of processing your application. Your information will not be disclosed to a third party without your consent unless required or authorised by law.

**Address all communications to
The Chief Executive Officer**

PO Box 974, Ayr Qld 4807
T (07) 4783 9800 | **F** (07) 4783 9999
enquiries@burdekin.qld.gov.au

Burdekin Shire Council has constructed a Community Events Sign located in Plantation Park, Ayr on the Bruce Highway.

Its purpose is to assist in the promotion of Burdekin events to the community and tourists. As part of the Burdekin Shire Council's commitment to supporting a broad range of community events, the Community Event Sign can be utilised by community and not-for-profit groups conducting events in the Shire.

Please use the following Guidelines and Processes to arrange a community event sign for your organisation.

Application Form

Your organisation will need to complete the attached Community Event Sign Application Form. On the Application Form, some background information on the event, the organising body, the time period to display the message, and the wording is required.

Applications for the use of display space on the Community Events Sign will be received on an ongoing basis.

Please return the completed form to:

Email	Commdev@burdekin.qld.gov.au
Post	PO Box 974 AYR QLD 4807
In Person	Customer Service Centre 145 Young Street AYR QLD 4807

Display Board Responsibilities

Applicant Group

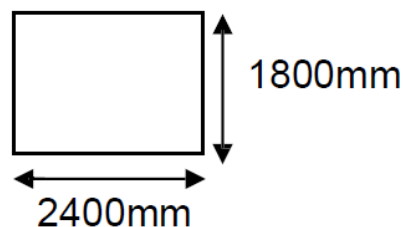
- Provide accurate and complete information on the Application Form
- Ensure application is lodged at least two months prior to the event date, including the display board design for approval by Burdekin Shire Council
- Creation and production of signwriting for display board and all associated costs. Screen-printing on a sign 2400mm x 1800mm is approximately \$600
- Costs for updating its display board with new dates each year.

Burdekin Shire Council

- Advising of the success of the application or otherwise
- Supplying the applicant group with the specially manufactured blank display board at no cost
- Installation and removal of the display board
- Storage of the display board. When not on display, the board will be stored by Burdekin Shire Council for the Group's use the following year, when the Group will only be required to complete a Community Event Sign Update Form and cover the costs of the dates on the display board to be changed by a local sign writer.

Display Board Specifications

- The board is made from AluGBond (supplied by Burdekin Shire Council)
- The size of the display board is 2400mm x 1800mm (made up of 2 (1200 x 1800mm) panels)
- The board will appear in a standardised way as show below:



- Your group will be required to produce the design to be printed/painted on the display board. It is a requirement that your group does this in conjunction with a local signwriter of your choice, who will also be required to print/paint the design on the display board. Burdekin Shire Council **MUST** approve all display board designs prior to them being printed/painted by a local signwriter. Your group will be required to cover the cost of the printing/painting by the local signwriter.
- Burdekin Shire Council will erect your display board, remove it after the event has occurred and will store it. For annual events, your group will be required to cover the costs of updating the dates of its event on your display board each year.

Display Time

The length of time that your group's display board will be erected will depend on the number of applicants for that period, and will be at the discretion of the Burdekin Shire Council.

Eligibility

To be eligible to display your event message on the Community Event Sign, events must meet all of the following eligibility criteria:

- Completed application form must be received at least two months prior to the chosen display date
- The event organising body must be based in the Shire or provide services to people within the Shire
- Events must be open to all residents of the Shire
- Applicants must hold current Public Liability Insurance sufficient for the proposed event
- All events promoted on the Community Event Sign must occur within Burdekin Shire.

Priority Groups

In approving applications, Council will consider the following:

- Council-initiated events
- Council-supported events (supported through partnerships or direct funding)
- Community Events

They will be assessed using the following priority criteria:

1. Have the potential to attract large crowds of participants;
2. Involve a wide range of local community groups eg. local arts, cultural and ethnic groups;
3. Have demonstrated the ability to host the event;
4. Offer something significant or entirely new to Burdekin Shire Council residents; and
5. Are accessible to all residents.

Terms and Conditions

- Burdekin Shire Council will develop a system of space allocation, based on the priority groups, and take into account previous access to the Community Event Sign.
- The display board message, if accepted, may be complemented with a listing in the Community Calendar or the Burdekin Shire Council website.
- Burdekin Shire Council reserves the right not to accept or promote any events that could involve the Burdekin Shire Council in a controversial issue or expose Council to adverse criticism.
- Should the applicant or any of its sponsors be regarded as inappropriate under the following, then the application for promotion will not be accepted:
 - An event that is at odds with local government policy directly or indirectly
 - An event that does not meet the community standards relating to “good taste”
 - Any products or services which are at odds with Burdekin Shire Council’s duty of care, aims or objectives.
- Burdekin Shire Council is responsible for your event sign while it is displayed in Plantation Park.
- In all instances, Burdekin Shire Council reserves the right not to accept an application for space on the Community Event Sign.
- Burdekin Shire Council will not be held responsible for the conduct of the event.

Part A – Organisation Details

Name of Group/Organisation			
Postal Address			
Contact Name			
Position in Organisation			
Phone Number		Mobile No	
Email Address			
What is the Legal Status of the Organisation? (please tick)			
<input type="checkbox"/> Incorporated Association		<input type="checkbox"/> Registered Business	
<input type="checkbox"/> Not Incorporated			
Incorporation Number		ABN	
In not incorporated, name of Auspicing Body/Organisation			
Does your Organisation Carry Public Liability Insurance Cover?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, Amount of Cover	\$		
Applicant must attach copies of the following:			
<input type="checkbox"/> Event Sign Design			
<input type="checkbox"/> Certificate of Incorporation			
<input type="checkbox"/> Current Certificate of Public Liability Insurance			
Authorisation			
I,		hereby make this application for	
inclusion on the Burdekin Shire Community Event Sign on behalf of			
(name of Group/Organisation) on		(date)	
Applicant Signature		Date	

Part B – Event Details

Name of Event			
Date of Event			
Start Time		Finish Time	
Venue and Address of Event			
Is this Event Held Annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is this Event a New Event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you successfully applied for a grant for this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please provide a brief description of the event: (attach additional information where appropriate)			
How many people do you anticipate will attend this event?			
Will there be an entry cost to attend this event?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please state the how much?	\$		
Is your event open to all residents of the Burdekin Shire?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is your event sponsored?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Please list the names of all confirmed or proposed sponsors:			
When would you like the sign to be displayed?			
Start Date	/ /	End Date	/ /
When the sign will be erected by Council		When the sign will be removed by Council	

Office Use Only	
Receiving Officer	
Date Received	
Signature of Receiving Officer	