



# ADVERTISING AN EVENT

If you have organised an event within Hindmarsh Shire and would like to advertise it on Council's website, please complete this form and drop it into any Hindmarsh Shire Customer Service Centre and Library.

Fields marked with a red asterisk (\*) must be filled out.

## Event Organiser's Contact Details

Event Organiser's Full Name\*:

Phone  
Number\*:

Email:

## Event Details

Event Title\*:

Business/Community Group Name:

Event Summary\**: (this will be published on Council's website)*

Event Date/s\*:

Event Start Time\*:

Event Finish Time\*:

Is the event reoccurring/recurring\*?

Yes

No

If yes, please tell us it's reoccurring/recurring dates:

What date should this reoccurrence/recurrence end?

Event Venue\*:

How much is the admission fee for this event? \*

This event is FREE

This event has a fee    Fee amount/s:

Is there an age limit? \*

## Event Image

To advertise your event, Council requires an image to include with the event advertisement on Council's website. The purpose of this image is to grab the attention of the community. We recommend that you keep it clear, simple and suited to the event that you are advertising.

Where an image isn't provided with this form, we will use a stock image or an image of our own.

**Is there any other important information that we should include in your event publishing?**

## Event Host Details

These details will be listed on the website so that if any community members have questions, they can contact you directly.

Event Host Contact Name\*:

Event Host Contact Email:

Event Host Contact Number\*:

Event site or ticket site (if any):

By signing this form, I give Hindmarsh Shire Council permission to publish this event and the host's contact details on Council's website, social media platforms and in Council's newsletters/e-newsletters:

Signature\*:

Name printed\*:

Date\*:

## Collection Notice

The personal information you have provided in this form will be required to be published on Council's website as it relates to promoting your event/s. We will handle any personal information you have provided in this form in accordance with the *Privacy and Data Protection Act 2014*. Our privacy policy contains information about how you may access your personal information and seek correction of such information; as well as how to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. For more information, please see our Privacy Policy or contact our team on (03) 5391 4444. Your personal information will not be disclosed to any other party unless Council is required to do so by law, has gained your consent to do so or an information privacy principle exemption applies.