

Box Office Application Form



About this form

Use this form to apply for venue hire from the many venues the Mount Alexander Shire Council has to offer.

Fees and Charges

The fees for the box office can be found at www.mountalexander.vic.gov.au/Event_Planning_and_Application_Kit

How to lodge this form

Please ensure all fields have been filled out, and fields marked with an asterisk * must be completed otherwise we may be unable to process your application. Once completed, forms can be submitted by:

Email: info@mountalexander.vic.gov.au

Mail: PO Box 185, Castlemaine VIC 3450

In person: Customer Service, Civic Centre, Cnr Lyttleton & Lloyd Sts Castlemaine

PART 1: Applicant details

The applicant is the person or organisation lodging the form and who is responsible for all terms and conditions

Organisation / Company name

Title Mr Mrs Ms Miss Other (please specify) _____

Given Name

Family Name

Postal Address

Phone

Mobile Phone

Email

Website

PART 2: Event details

Event Name

Event date

Max Capacity

Event start time

Event finish time

Location and address of event

Ticket Rates

Date tickets to be available for sale online

• Civic Centre
• Cnr Lyttleton and Lloyd Sts
• P.O Box 185 Castlemaine VIC 3450

• t (03) 5471 1700
• e info@mountalexander.vic.gov.au
• w www.mountalexander.vic.gov.au



Description of event – Tell us about your event in 50 to 100 words, this will be listed on the box office page under more info.

PART 3: Image

Event organisers are required to submit a high resolution event image or logo (preferably 1-2mg in size and in jpg format) to events@mountalexander.vic.gov.au for inclusion on the website.

PART 4: Declaration

- I certify that the above information is true and correct in every detail. I understand that if the information declared on this form is not true and correct, the Mount Alexander Shire Council may refuse my application.
- I have read and completely understood all points in the application and terms and conditions of using the box office service and I or my representative will comply with the conditions at all times.

Signature*

Date*

PRIVACY NOTIFICATION:

The personal information requested on this form is being collected by Council for the Mount Alexander Shire's Box Office website. This information may be given to other individuals/organizations for the purposes of marketing your event, travel industry and media enquiries, general events liaison and facilitation. The application understands that the personal information provided is for the above purpose and will be kept on file and details provided to third parties upon request. The applicants understand they may apply to Council for access and/or amendment (where practicable) of the information. Signature on this form will constitute consent to the collection and use of the information as described.

DISCLAIMER:

Council makes every effort to avoid errors in event listings however accepts no responsibility or liability for any errors. If your event is listed on Council's Box Office website then event organisers need to check their event listing for any errors. Entries can be amended on the web via email to events@mountalexander.vic.gov.au on the advice of the organiser. Council reserves the right to either reject or remove any event listing from its Box Office for any reason whatsoever. It is unlawful for an advertiser to discriminate on the basis of sex, pregnancy, age, race or political or religious beliefs unless covered by an exception or the event organiser has an exemption under relevant legislation. Council will not accept event listings that appear to be contrary to law. Council is not liable for any loss or damage incurred by an event organiser as a result of any failure or delay in listing an event.

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