



# EVENT REGISTRATION FORM

## Annual, One-Off & Major Events



Please complete this form in full for your Events inclusion on the City of Mount Gambier's database of Community Events. Events are listed on our website, published in a weekly diary of Events in The Border Watch. A monthly guide of "Whats on in Mount Gambier" is also distributed to tourism operators, media contacts, Regional Visitor Centres and other key organisations. Some Events may also have the opportunity to be listed on the Australian Tourism Data Warehouse which feeds into a number of Australia wide tourism websites. Completed forms should be returned to the Event Support Division, located at The Lady Nelson Visitor Centre. See below for full details.

### EVENT DETAILS

**EVENT NAME (for publication)**

**Description of Event:** (please circle category below)

**Arts & Handicrafts, Community, Conference, Festival, Film, Food & Wine, Markets, Performance Arts, Sport**

**START DETAILS**

DAY

DATE

START TIME

FINISH TIME

**FINISH DETAILS**

DAY

DATE

START TIME

FINISH TIME

**Venue:**

Name of Venue:

Address:

**Entry Costs:**

Free Event  Entry Charges apply (please detail below)

**Please provide a description and program of Event (please attach any further information):**

### DETAILS FOR DIRECT CONTACT TO THE ORGANISATION

FULL ORGANISATION NAME

CONTACT PERSON & TITLE eg. President/ Secretary

MOBILE NUMBER

EMAIL ADDRESS

WEBSITE ADDRESS if applicable

PHONE NUMBER

ORGANISATIONS PREFERRED POSTAL ADDRESS FOR ALL CORRESPONDENCE

### AUTHORISATION

I authorise The Lady Nelson Visitor & Discovery Centre to retain the information which includes images or photographs as well as text. I authorise that information may also be provided to one or more third parties. I declare that the information provided is correct and agree to immediately notify the The Lady Nelson Visitor Centre should any changes occur.

**Information Submitted By:**

Name - please print

Signature

Date

**OFFICE USE ONLY:**

Forms450

ENTERED BY

DATE

ATDW

**"THE LADY NELSON" VISITOR & DISCOVERY CENTRE**

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