



## POLICY: CS-AL-003

### Display of Events on the City's Electronic Coming Events Board

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#### Purpose

Is to provide users with a clear understanding of the process for the display of community events on the City's Electronic Coming Events Board (ECEB).

#### Definitions

Nil

#### Statement

The following conditions shall apply to all users who display signs on the ECEB.

#### 1. General Conditions for Displaying Signs on the ECEB

- 1.1 All bookings for the display of events signs on the ECEB are to be made through the Events Coordinator by phoning 9021 9600.
- 1.2 Bookings for the display of events signs are to be made a minimum of four weeks prior to the event.
- 1.3 Applicants are required to complete an application form to be submitted to the Events Coordinator.
- 1.4 All applications are to be reviewed by the Director of Community Services for approval.
- 1.5 The Director of Community Services has the option to seek advice from the Executive Group.

Responsible Officer:	Manager Arts & Leisure	Version:	4.00
Adopted:	22 November 2010	Last Review:	25/8/2014
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- 1.6 Once approval is granted, the Events Coordinator contacts the applicant and advises whether the application has been approved or not.
- 1.7 The City of Kalgoorlie-Boulder takes no responsibility for the accuracy of the information advertised on the ECEB .

## **2. Appropriate Organisations / Individuals / Events to be displayed on the ECEB**

- 2.1 The ECEB is divided into a Listing screen and a Showcase screen. The Showcase screen is reserved for City Coordinated events only or other events at the discretion of the CEO.
- 2.2 The City reserves the right to refuse applications and may remove events at any given time without notifying the applicant.
- 2.3 If an event encompasses a number of smaller events only the overall event name will be displayed on the ECEB
- 2.4 Signs displayed on the ECEB include, but are not limited to: community groups; charity fundraising bodies; sporting groups; sporting events; free events; City of Kalgoorlie-Boulder events; Goldfields Arts Centre events, major Kalgoorlie-Boulder community events and the Boulder and Kalgoorlie Markets.

## **3. Applicant Responsibilities**

The applicant is to:-

- 3.1 Provide an application form at least four weeks prior to the date signs are to be displayed.
- 3.2 Indemnify the City against any and all claims.
- 3.3 Ensure event name is no longer than 16 characters, including spaces.

## **4. City of Kalgoorlie-Boulder Responsibilities**

- 4.1 The City of Kalgoorlie-Boulder is to process the application within two weeks of it being submitted.
- 4.2 The City will endeavour to display event information no later than the Monday prior to the event, until event day (as a minimum) subject to availability.

## Relevant Documents

Application Form