



Event Calendar Listing- Terms and Conditions

Colac Otway Shire reserves the right to approve, reject, edit or remove any events that do not comply with the following terms and conditions or at council's discretion.

For an event to be listed on the Colac Otway Shire Events Calendar it must:

- Take place within the Colac Otway Shire boundaries
- Be open to the public
- Not be used for the promotion of businesses
- Not be political promotion or fundraiser
- Have confirmed dates and locations prior to submission.
- Provide contact details for public enquiries
- Have an appropriate photo to accompany the listing

Colac Otway Shire is not liable for any loss or damage incurred by an event organiser as a result of any error on the event page, or any failure or delay in listing an event.

Please note: Publishing of your event on the Colac Otway Shire Events Calendar does not constitute council approval.

Details required for listing

To list your event the following information is required:

- Event Name
- Description of your event
- Image, as the calendar is highly visual an image must be submitted with the listing (Image needs to be in JPEG or PNG format)
- Date and times of the event (if multiple dates with differing time please specify)
- Address
 - o Venue (if applicable)
 - o Street address
 - o Suburb
 - o Post code
- Contact details for the event (these will be publicly available)
 - o Contact name
 - o Contact email
 - o Contact number
- Event web site
- Any costs to attend the event
- Links to online booking sites
- Links to social media

Please send through the event information and image to inq@colacotway.vic.gov.au

If you have any questions please contact the Events Officer on 5232 9400.