



Event Calendar Listings - Terms and Conditions

Colac Otway Shire reserves the right to approve, reject, edit or remove any events listing for any reason whatsoever.

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 a business promotion. Events aimed at marketing or promoting individual businesses will not be accepted, even if they are free.
- Not be a political fundraiser.
- Not be an online event only.
- Be specific, finalised and confirmed prior to submission. Events with dates or locations yet to be announced or confirmed cannot be listed.
- It may take up to 7 working days for your event to be listed.
- You must provide contact details so the general public can obtain additional information if required.
- You must provide a photo that is at least 1 megabyte or 1,024 kb.

We will not list events that:

- Are illegal
- Denigrate a person or groups based on their ethnicity, religion, gender or age.
- Are sexually explicit or use obscene language.

Colac Otway Shire makes every effort to avoid errors in event listings. However Council accepts no responsibility or liability for any errors and requires that event organisers check their listing for errors.

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.

To list your event on the Event Calendar listing on www.colacotway.vic.gov.au send the following information to inq@colacotway.vic.gov.au

- Event Name
- Description of your event
- Image (needs to be at least 1 megabyte or 1000 kb)
- Date and times of the event
- Full address and location of the event
- Event organiser and contact details including phone number, email and web site
- Any costs to attend the event and links to online booking sites