

Register an event

Step 1 of 13 - Entry Criteria & Terms

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• Entry Criteria

Your event doesn't need to be big or fancy or boast of famous connections (although that's always good!) it just needs to be a **HERITAGE** themed event and you must agree to the **FOUR** conditions below:

• 1. Offer Something Special

- Open something that isn't normally open/offered to the public, or offer free entry to a usually charging destination/activity. And what if your site, event is open free of charge all year round? Do something out of the ordinary! Here are some simple ideas:

- Have volunteer stewards on site to greet and answer questions.
- Put on some activities or a competition.
- Invite other groups to showcase their work - eg artists, choirs, local history societies.

• 2. Provide some form of information

- Australian Heritage Festival visitors want to learn something new. You can support their exploration by providing:

- Guided Tours
- Talks
- Info Flyers
- Quizzes
- Exhibitions
- Skill Demonstrations

• 3. Take place within the festival dates

- The festival starts on 18 April, the International Council of Monuments and Sites (ICOMOS) nominated day of celebration of all things heritage across the world. It runs until 19 May and your event **MUST** take place at some point during this time. However, it doesn't have to be open on all the days or even a full day.

• 4. Terms & Conditions

- You must agree to the Terms & Conditions.

You will not be able to proceed with your registration unless you confirm acceptance of the four conditions of the Entry Criteria.

If you can say yes to all four, come register with us!

- Terms & Conditions*

Terms and Conditions of Participation

1. The “National Trust” means the Australian Council of National Trusts, National Trust of Australia (Australian Capital Territory), National Trust of Australia (New South Wales), National Trust Northern Territory, National Trust of Australia (Queensland), National Trust of South Australia, National Trust of Australia (Tasmania), National Trust of Australia (Victoria), National Trust of Australia (WA) and associated organisational bodies as relevant.
2. Following lodgement of the registration, the National Trust will assess the application and determine whether you are approved for the Australian Heritage Festival*. The National Trust reserves the right, in its sole discretion and without liability, to reject any lodgement or suspend or remove any registration that does not comply with these Terms and Conditions, or if it considers that it may bring the National Trust or Australian Heritage Festival into disrepute, even after the registration is lodged and accepted.
3. Except as otherwise agreed expressly in writing and advised to you by the Australian Heritage Festival, you must arrange and pay all costs whatsoever associated with your event.
4. The logos, branding, artwork and all information, materials and other property supplied by the National Trust (including all intellectual property, which for the avoidance of doubt includes all copyrights, trademarks, domain names and rights protecting goodwill and reputation, whether registered or unregistered, and all application for the same, anywhere in the world) remain the exclusive property of the National Trust. You agree to use this artwork on a non-exclusive basis and only for the duration of your participation in the festival and for any related purposes agreed by the National Trust.
5. You acknowledge and accept that your participation in the Australian Heritage Festival may expose you and your representatives to the risk of damage, loss or harm. You acknowledge and agree that you will not hold the National Trust or the Australian Heritage Festival responsible for any damage, loss, harm or disappointment as a consequence of your participation in the Australian Heritage Festival.
6. You indemnify the National Trust and/or the Australian Heritage Festival, their employees, contractors and agents (the indemnified) against all actions, proceedings, claims and demands which may be brought or made against the indemnified by any person in respect of any loss, damage or injury (including death) occurring to any person or property arising out of or in connection with your involvement in the Australian Heritage Festival. This indemnity includes any costs incurred by the National Trust and/or the Australian Heritage Festival (including legal costs on a solicitor-client basis) in defending any actions, proceedings, claims and demands or in being represented at proceedings, inquiries or inquests.
7. The National Trust reserves the right at any time and from time to time to make changes, modify or discontinue, temporarily or permanently, the Australian Heritage Festival with or without prior notice. The decision of the National Trust in all matters under its control is final and binding and no correspondence will be entered into.
8. The National Trust shall not be liable for any failure to comply with its obligations including where the failure is caused by something outside its reasonable control. Circumstances outside its reasonable control include, but are not be limited to, weather conditions, fire, flood, cyclone, strike, industrial dispute, war, hostilities,

- political unrest, riots, civil commotion, inevitable accidents, supervening legislation or any other circumstances amounting to force majeure.
9. No responsibility is taken for registrations that are lost, delayed, misdirected or incomplete or cannot be delivered or entered for any technical or other reason. Proof of delivery of the entry is not proof of receipt.
 10. You agree you have the necessary permission to publish and promote the submitted events and promotional images and you also confirm you have the necessary permission from people who may appear in the photograph and that you do not infringe upon their copyrights, trademarks, contract rights, or any other intellectual property rights of any third person or entity, or violate any person's rights of privacy or publicity.
 11. By registering an event in the Australian Heritage Festival and supplying images/films/artworks/text you agree that these images/films/artworks/text supplied together with your brand name, logo and trademark may be used by the National Trust solely for the purpose of the 2019 Australian Heritage Festival or future Australian Heritage Festivals and no other purpose. You also grant to the National Trust a non-exclusive, non-transferable and royalty free license to use these materials for 5 years following the date of registration for archival purposes by the National Trust.
 12. The Australian Heritage Festival reserves the right to refuse to promote any event or to cancel the registration where there is any conflict with sponsorship agreements signed by the Australian Heritage Festival.
 13. The National Trust assumes no responsibility for any incorrect, inaccurate or incomplete information, whether caused by website users or by any of the equipment, programming and promotion associated with or utilized in the Australian Heritage Festival.
 14. All registered events must comply with all laws, including but not limited to, Occupational Health and Safety laws.
 15. You must hold a current Public Liability Insurance policy with a minimum cover of \$20,000,000 (twenty million) and ensure that you take out other appropriate insurance to cover risks which may arise due to your involvement in the Australian Heritage Festival. You must ensure that each insurance is maintained at all relevant times. It is your responsibility to arrange Public Liability Insurance or other insurance necessary to cover any claim arising out of the activities of your event. You agree to provide the National Trust upon request with proof of insurance cover. Any variation to any term and condition must be agreed and approved by the National Trust, in writing.
 16. You consent to the personal information in the lodgement and registration being collected and used by the National Trust and the Australian Heritage Festival for the purpose of informing you about other services, events and other heritage related activities that are organised or promoted by the National Trust. Notwithstanding the above consent, all personal information collected by the National Trust will only be used for the purpose for which it was provided and in accordance with the Privacy Act 1988 (Cth).
 17. All registrations are subject to the laws of Australia.
 18. All indemnities survive termination of any relationship with you.
 19. All terms and conditions are binding on you and all of your representatives and may be subject to change without notice.
 20. If you wish to withdraw from your participation in the Australian Heritage Festival, written notice must be given to the Australian Heritage Festival. If any publication deadlines have passed, the event cannot be withdrawn from these publications.

21. You agree you will not represent you have any affiliation with the Australian Heritage Festival or the National Trust other than that you are conducting an event as part of the Australian Heritage Festival.
22. If you are provided with any grant money by the Australian Heritage Festival, this grant money may only be used for the purposes of the event's presentation at the Australian Heritage Festival 2019 and that if your event does not take place as part of the Australian Heritage Festival 2019 the grant money will be returned in full. You agree to provide a report to the Australian Heritage Festival by 19 June 2019 detailing how funding was spent and what outcomes were achieved. Any unspent grant money must be returned to the Australian Heritage Festival.
23. **You agree to complete the evaluation form which will be provided following the festival to help the Australian Heritage Festival. Failure to do so may mean subsequent registration requests may be rejected.**

*Also to be known as the 'Australian Heritage Festival Tasmania' in Tasmania.

I agree to the Entry Criteria and Terms & Conditions

Step 2 of 13 - Organiser Information

- The AHF team will use these contact details to communicate with you throughout the event cycle. All promotional material will be sent to the address you provide here.
- **First name***

(for office use only)

- **Last name***

(for office use only)

- **What is the title of your Australian Heritage Festival event?***

This is your first opportunity to capture people's imagination and give them the hunger to find out more. Make it brief, fun and attractive to visitors. Think about your target market – what would catch their eye among all the other listings? Try to make it different and memorable enough that they can identify your event if they were to see it again. Would they recognise the name in print if they'd heard it briefly on the radio?

- **Organisation's name***

This appears on your event listing

- **Email address***

(for office use only - we'll use this as your primary contact email for all updates)

 Enter Email Confirm Email

- **Postal Address***

(for office use only)

 Street Address City State Postcode

- **Phone number***

(for office use only)

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Add a secondary contact person

- Secondary contact first name

(for office use only)

- Secondary contact last name

(for office use only)

- Secondary contact email

(for office use only)

- Secondary contact phone number

(for office use only)

• Upload photos of your event

Pick a high-resolution photo that will best showcase your event. We recommend images of the locations, event attendees or subject matter of your event. You will need to upload at least one image.

• *Photo Tips*

All images should be in landscape format, not portrait.

FORMAT AND SIZE



1200px wide

LANDSCAPE ✓

All images should be in landscape format and at least 1200px wide

2MB MAX ✓

Images should not exceed 2 megabytes

Use images with a central focal point — the outer edges of the image will be cut off on small screens.

Recommended file size 750KB-2MB (max is 2MB)

Please **do not** overlay text or the name of your event in the image.

Reminder: Ensure you have permission for any image you upload.

• Main Image*

The main image will displayed in your online event listing. It should be landscape and ideally 1200px wide. Images should be no larger than 2MB. Please name your image file 'event title'.

File Title Caption

- Event image 2

(optional)

File Title Caption

- Event image 3

(optional)

File Title Caption

- Image Credit (optional)

Does your image require a photographer's credit? If so, please type it here and we will add it to the bottom of your entry.

- Clicking the Next button will upload your selected images. Please be patient as they are saved to our website.

Step 4 of 13 - What makes this an Australian Heritage Festival Event

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- What makes this an Australian Heritage Festival Event?*

- This site or activity is not normally open to the public
- The event is being put on especially for Australian Heritage Festival
- It is usually open to the public but we are making it special

- Are you planning to use volunteers at your event?*

- This is your chance to tell visitors about your opening/event (the information will be published in our online event directory).
- Summarise your Heritage Festival Event*

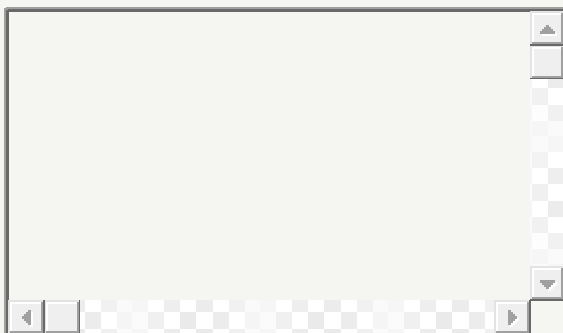
In one clear paragraph tell visitors what they can see and do (this will be used for the online search event directory pages, at the top of your event page listing in larger type and in any printed materials). Write a first line that will capture their interest and make them want to dig further. Make your content engaging, lively and imaginative and give people an idea of what to expect. Max 300 characters



0 of 300 max characters

- What's on offer at your Heritage Festival Event?*

Tell visitors what they can expect in more detail. This will be shown on your full event page listing under your summary so DO NOT repeat your summary. Remember – your event needs to stand out so try to bring each element to life for your audience. Create a picture of the event which will capture the imagination of visitors. Remember to include any words people might use to search for your event. Try to address the reader directly, use active rather than passive language, keep it fun and appealing, and make people feel welcome. Max 1,000 characters



0 of 1000 max characters

Step 6 of 13 - Admission Prices

- Is this event free or is there a cost to attend?

- Free
- Gold Coin Donation
- Paid

- Adult

- Concession

- Child

- Family

- National Trust Member

If you offer a discount for National Trust members we will provide extra publicity to our members about your event.

Step 7 of 13 - Event Location

- Where is your Heritage Festival Event taking place?
- State*

- Venue Postcode*

- Venue Name

- Venue Address*

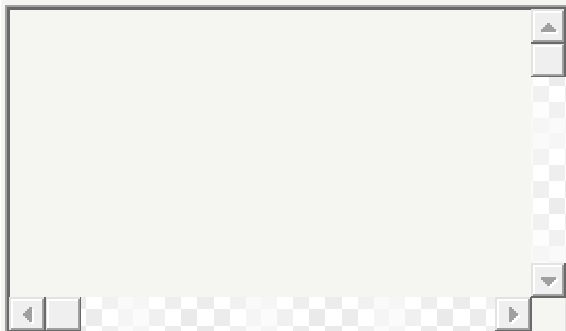
Start typing the address, then click on the correct suggestion.

If you do not pick a suggestion offered by Google Maps (you will know because it will fill in the form for you) you will not have a map on your event page.

Street Address Suburb/City State Post Code

- Address information or meeting point

Any tips or local markers that will help visitors find you.



Does your event take place in any of the following Heritage Areas? (please choose one)

These are the NSW areas as an example. When you enter your state at the beginning of question 7 you will be presented with the list that is appropriate for your state.

- No / I am unsure
- Australian Alps National Parks and Reserves
- Bondi Beach
- Brewarrina Aboriginal Fish Traps (Baiames Ngunnhu)
- City of Broken Hill
- Cockatoo Island
- Cyprus Hellene Club - Australian Hall
- First Government House Site
- Greater Blue Mountains
- Hyde Park Barracks
- Kamay Botany Bay: botanical collection sites
- Ku-ring-gai Chase National Park, Lion, Long and Spectacle Island Nature Reserves
- Kurnell Peninsula Headland
- Lord Howe Island Group
- Moree Baths and Swimming Pool
- Myall Creek Massacre and Memorial Site
- North Head – Sydney
- Old Government House and the Government Domain
- Old Great North Road
- Parramatta Female Factory and Institutions Precinct
- Royal National Park and Garawarra State Conservation Area
- Snowy Mountains Scheme
- Sydney Harbour Bridge
- Sydney Opera House
- Warrumbungle National Park
- Willandra Lakes Region

Step 8 of 13 - Event Dates, Times & Booking Information

- This is your chance to tell visitors about your opening/event (the information will be published in our online event directory).
- Event dates*



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How to input your event date(s)

One date: Click on one date

A range of dates: use shift+click on dates

Multiple non-consecutive dates:

For Mac/Apple users hold down the cmd key on your keyboard and then click on the dates you require.

For PC users hold down the Ctrl key on your keyboard and then click on the dates you require.

- Event times*

eg 10am to 6pm (if times vary by day, list each day and relevant time on a new line e.g. Tue 18 April - 10am to 12pm

Tue 25 April - 1pm to 3pm



- Are visitors required to book?

- Yes

No

• If visitors need to pre-book, how's best?

Please tick all that apply

email

phone

online

• Are the numbers of attendees limited?

• How many visitors are you expecting for this event (in total)?*

(for office use only)

• How many visitors can attend your event each session?

(for office use only)

Step 9 of 13 - Event Categories

Which of the following apply to your event?*

You can pick as many as apply to your event. It would be great if you picked at least one for content and one for event type. These categories will help visitors search for your event.

- Content - Aboriginal & Torres Strait Islander
- Content - Art & Music
- Content - Civic spaces and places
- Content - Houses & Home
- Content - Industrial and workplace sites
- Content - Military and Veteran
- Content - Military and Veteran, Jails, Hospitals, Institutions
- Content - Multicultural and diverse communities
- Content - Nature & Outdoor
- Content - Science & Technology
- Content - Social
- Content - Social, political and environmental movements
- Content - Sport & Recreation
- Content - Transport & Maritime
- Content - Women's Histories
- Event type - Class, Workshop or Talk
- Event type - Concert or Performance
- Event type - Exhibition
- Event type - Family fun days including games and activities for kids
- Event type - Food & Drink
- Event type - Markets
- Event type - Museums & Galleries
- Event type - Talks and Storytelling
- Event type - Tour

• Do any of the following apply to your event? Please click all that apply.

• On-Site Facilities:

- Accessible
- Accessible toilets
- Companion Cards accepted
- Family Events
- Guided Tours
- Parking
- Refreshments Available
- Toilets

• Ownership/ Management:*

(for office use only)

- Government
- Local government
- Private
- Society

• Anything else visitors should know?

e.g. limited parking available etc

• Does your event have any online media?

- Event Website

Please provide the full web link to further information on your exhibition or event.

- Facebook

- Twitter

- Instagram:

• Donate to become a Festival Supporter

Through registering your event you are helping nurture and promote heritage related events across the country. If you would like to donate to the ongoing support the National Trust provides our event holders and visitors then please consider making a donation below. In doing so you will be recognised online as a "Festival Supporter". **We thank you, we couldn't do it without you. All donations over \$2.00 are tax-deductible.**

- I'd like to donate

No thanks

\$50

\$100

\$250