

Drink Tap Water Station

As North East Water is a fully accountable organisation owned by the Victorian Government, it is essential that applications are sent to us in writing.

We request that water station applications are made as early as possible and at least **one month** before the proposed event.

The Drink Tap Water Station can only be supplied to events that have reticulated water (drinking water tap) on site.

Applications should be sent to communications@newater.com.au or PO Box 863, Wodonga VIC 3690.

CONTACT DETAILS			
Name			
Organisation			
Postal Address			
Phone		Mobile	
Email			

EVENT DETAIL			
Name of Event			
Purpose of Event	Arts & Culture Community Org.	Education Sports	Charity/Welfare Other
Organisation/ company hosting the Event			
Type of event (e.g. community festival, sporting carnival)			
Is reticulated water (drinking water tap) available? (If unavailable, the station cannot be supplied)			
How many people are expected to attend the event?			
Is there an entry fee to attend the event (specify amount)?			

If a profit is made from your event, where do the proceeds go?	
Is the event open to the public to attend?	
Is this event in North East Water's region?	
Does the organiser have a public liability insurance policy with a limit of not less than \$10,000,000?	

EVENT LOGISTICS			
Key contact during the event			
Mobile			
Date of event			
Start Time		Finish Time	
Set-up Time		Dismantle Time	
Address of Event			

REQUIREMENTS (ALL SECTIONS MUST BE COMPLETED)

Drink Tap Water Station site map

Please use the space below (or attach a further page) to provide us with a map of where you would specifically like the water station to be placed at your event.

Please include:

- Where you want the water station to be placed.
- Surrounding features e.g. stalls, trees, buildings etc.
- The closest connection point to the mains water source.

Run-off Management Plan

Please use the space below to detail how the water station's run-off water will be managed (i.e. provide written instructions or a diagram on hose placement and the drainage of waste water).

Security Management Plan

Please use the below space to detail the security of the water station during the event. *The event organisers will be held liable for any damage to the water station whilst in their custody and/or control.*

Alternative water management plan

Please detail an alternative supply of free water to persons who may not be able to access or operate the water station due to disability.

North East Water reserves the right to reject an application if the proposed location of the water station and/or management plans do not meet requirements. Supply of the water station may be withdrawn if any of the above requirements are not met.

CRITERIA FOR WATER STATION

Before your application for the Water Station can be considered it must meet one or more of the following criteria:

- event must be a community event open to the public, benefiting the community and community organisations
- event must have easy access to mains water supply
- event must take place within North East Water's [service region](#).
- event must have an audience size of greater than 500
- event must run for a minimum of five hours
- event must have public liability insurance
- applications must be received at least **one month** prior to the event, and
- event must align with North East Water business objectives.

We do not support:

- events that discriminate against any persons, organisations or groups, or that are for individuals or political parties
- events that have limited audience appeal or organisations that do not function for the wider benefit of the community, and
- events which conflict with government Policy or objectives.

BRANDING

North East Water's logo and acknowledgement would be expected on all promotional material. If your request is successful, North East Water will forward a copy of the logo and suggested wording for communication material.

POST EVENT EVALUATION

North East Water requires an evaluation of the event. This would include details of the numbers, feedback, photographs (with approval for North East Water to reproduce on the website, social media channels or publications.)

Signature:

Please note this is not a confirmed booking. Bookings will be confirmed at a later stage. If you do not complete all sections of this application it may not be assessed until all requirements are addressed.

As we receive numerous applications to use the water station we may not always be able to grant approval to all applications, even all those which meet published requirements and criteria.

Lodgement of an application acknowledges acceptance and agreement of criteria and requirements.