

## Drink Tap Water Cart

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 cart applications are made as early as possible and at least **one month** before the proposed event.

**The Drink Tap Water Cart is only available for events that have *no* access to on-site reticulated water (tap water).**

Applications should be sent to [communications@newater.com.au](mailto:communications@newater.com.au) or PO Box 863, Wodonga VIC 3690.

<b>CONTACT DETAILS</b>			
<b>Name</b>			
<b>Organisation</b>			
<b>Postal Address</b>			
<b>Phone</b>		<b>Mobile</b>	
<b>Email</b>			

<b>EVENT DETAIL</b>			
<b>Name of Event</b>			
<b>Purpose of Event</b>	<b>Arts &amp; Culture</b> <b>Community Org.</b>	<b>Education</b> <b>Sports</b>	<b>Charity/Welfare</b> <b>Other</b>
<b>Organisation/ company hosting the event</b>			
<b>Type of event (e.g. community festival, sporting carnival)</b>			
<b>Is reticulated water (tap water) available on site? (If available, please apply for the Drink Tap Water Station)</b>			
<b>How many people are expected to attend the event?</b>			
<b>Is there an entry fee to attend the event (specify amount)?</b>			

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?	

<i>EVENT LOGISTICS</i>			
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 Cart 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 cart to be placed at your event.

Please include:

- Where you want the water cart to be placed.
- Surrounding features e.g. stalls, trees, buildings etc.

## Security Management Plan

Please use the below space to detail the security of the water cart during the event. *The event organisers will be held liable for any damage to the water cart 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 cart due to disability.

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 Supply of the water cart may be withdrawn if any of the above requirements are not met.*

## CRITERIA FOR WATER CART

Before your application for the Water Cart can be considered it must meet the following criteria:

- event must be a community event open to the public, benefiting the community and community organisations
- event must take place within North East Water's [service region](#)
- event must have an audience size of greater than 1,000
- 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
- event must align with North East Water business objectives.

We do not support:

- events intended to provide profit or gain
- beauty contests/pageants, events that involve gambling, promote alcohol or exploit animals
- 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, Annual Report or other North East Water 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 Drink Tap Water Cart, 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.**

**If your application is approved, please read, sign and return the Drink Tap Water Cart Terms of Use form.**