**
COMMUNITY EVENT INFORMATION**

**Introduction**

The National Trust Heritage Festival will run from April 18, 2022 for a minimum of two weeks with the 2022

The municipality of Hobsons Bay traditionally participates in the Heritage Festival through our own Heritage Hobsons Bay program. This program presents an opportunity to celebrate our city’s rich and diverse history through a wide range of activities such as talks, tours, exhibitions, open days or events. In the current global circumstances, there will be an emphasis on small-scale, outdoor and online events in 2022.

**Key dates**

**Heritage Festival 2022** 18 April-03 May 2021

**Heritage Hobsons Bay Event Submissions Open** 10am, Thursday 14 October 2021

**Heritage Hobsons Bay Event Submissions Close** 10am, Monday 29 November 2021

If you have any concerns about preparing your event submission by the date above, please get in touch with the Arts, Culture and Heritage team by emailing arts@hobsonsbay.vic.gov.au.

**Key contacts**

The Heritage Hobsons Bay program is coordinated by Council staff across the Arts, Culture and Heritage team and Libraries team.

All queries regarding Heritage Hobsons Bay 2022 should in the first instance be directed to arts@hobsonsbay.vic.gov.au. We will then forward your query on to the most appropriate team member to provide you with a response.

**Submission form**

This year, event organisers can submit Expressions of Interest for their events via an online form, or by completing a document template and sending it through to arts@hobsonsbay.vic.gov.au. You can access the online form via the link below. The document template is available to download on the [Heritage Hobsons Bay webpage](https://www.hobsonsbay.vic.gov.au/Community/Arts-Culture-Heritage/Cultural-Heritage/Heritage-Hobsons-Bay).

**[Online Submission Form - Heritage Hobsons Bay 2022](https://forms.office.com/r/PZyB01FAnF)**

**In-kind support for Heritage Hobsons Bay 2022 events**

**Covid-safe event support**

We understand that the Covid-19 pandemic has created a high degree of uncertainty in our community that poses challenges for event organisers. Advice and support will be provided by Council regarding Covid-safe requirements for Heritage Hobsons Bay events, with preference given to small-scale, outdoor, and online events. We will advise all event organisers of Covid-safe requirements during the festival planning stages and communicate any future changes to requirements promptly.

**Event marketing and promotion**

Hobsons Bay City Council offers marketing support for festival events through:

* Producing a local calendar of events under the umbrella Heritage Hobsons Bay, creating a mini festival within a festival
* Promoting Heritage Hobsons Bay and National Trust Australian Heritage Festival events including local and metropolitan press and social media
* Registering community-run events on your behalf through the Australian Heritage Festival online portal

**Hobsons Bay City Council venues**

Community groups can run Heritage Hobsons Bay events in Council venues at no cost, subject to density limits, venue availability and festival programming priorities.

**Council venues available for Heritage Hobsons Bay events**

* Williamstown Town Hall (WTH) and Old Laverton School (OLS)
Events in WTH and OLS can be supported to manage basic technical requirements with a venue supervisor present.
* Hobsons Bay Libraries
Can include use of livestreaming and filming facilities. Visit the [Hobsons Bay Libraries website](https://libraries.hobsonsbay.vic.gov.au/services/meeting-room-hire) for more information about library venues.

**Online events – Zoom access**

Council can assist with online Heritage Hobsons Bay events by co-hosting meetings on our licenced Zoom videoconferencing platform, subject to event schedules and festival programming priorities.

If you are interested in running your event at one of the Council venues listed above, or hosting an event via Council’s Zoom platform, please contact the Arts, Culture and Heritage team at arts@hobsonsbay.vic.gov.au to discuss your event.

 **Event ticketing**

Council can offer ticketing support for community events.

 **Ticketing events at Council venues**

* Council can manage ticket presales for paid and free events (online bookings only)
* Community groups manage ticketing on event day e.g. walk-in sales and checking tickets

**Ticketing events at community venues or online**

* Council can manage ticket pre-sales for in-person and online/streamed events (online only) for any location and capacity.
* Community groups manage ticketing on event day e.g. walk-in sales and checking tickets

**Additional support and resources**

* A provision for digital support, equipment and special guest speaker fees is available to organisations who can demonstrate a clear justified need.
* Future Council grant programs are announced online and Facebook. To receive information regarding future community grants, please email your name, group and email contact to commdev@hobsonsbay.vic.gov.au.
* If you have an event idea that requires additional support, please get in touch with the Arts, Culture and Heritage team at arts@hobsonsbay.vic.gov.au.

**Links**

[**National Trust website**](https://www.nationaltrust.org.au/)

**Heritage Hobsons Bay webpage**