Melton City Council Event Booking Form

Please email this form, including demos to events@melton.vic.gov.au by **Friday 30 October 2026**.

If you have any questions, please do not hesitate to contact the City Events & Arts Team on 9747 7200 or email us at events@melton.vic.gov.au

Event Details	
Date	Saturday 12 December 2026
Location	To be confirmed
Time	5:00pm to 9:30pm with Community Performances between 6:30pm to 7:30pm (subject to change)
Criteria	• No more than 15 people (including any singers or those playing instruments • Must provide your own backing music and instruments if needed. No drum kits allowed. • Must provide a demo of your group (audio or video) • No more than 10 minutes. • Songs must be Christmas themed. • As we will have multiple groups participating, we will coordinator the songs to make sure no two groups are singing the same song. • Community Performances are intended to celebrate the City of Melton community and is not for business promotion. However, performances from students attending these schools are permitted.

1. Your Details	
Contact Name	
Organisation Name	
Address	
Phone Number	
Mobile Number	
Email Address	
Website	
Event Day Contact Name	
Event Day Contact Mobile	

Privacy Statement

The personal information requested on this form is being collected by Melton City Council for the purpose of coordinating the event. The information will be kept confidential and identifying information will not be disclosed to any person for any other purpose. You may access your own information by contacting Melton City Council's Customer Engagement unit on 9747 7200.

2. Introduction
We will have an MC on the day introducing each group and announcing each performance. Please provide content for an initial introduction about your organisation. i.e. the establishment year, how many students/members, values/missions, any awards received, etc.

3. Performance Details

The performance is in accordance with criteria set above. To be considered for this performance, a demo of the singing group must be provided to Melton City Council with this application.

You are asked below to nominate your 5 preferred songs in priority order. This is because we will have multiple participating, we will have multiple groups participating, we will coordinate the songs to make sure no two groups are singing the same song.

Note: Backing track and lyrics will need to be provided to Melton City Council by Friday 30 October 2026.

Preferred 5 song/s (in order)	**Duration**	**Sung to:**	
1.		☐ A backing track	☐ No backing music
2.		☐ A backing track	☐ No backing music
3.		☐ A backing track	☐ No backing music
4.		☐ A backing track	☐ No backing music
5.		☐ A backing track	☐ No backing music

Will there be accompanying instruments?	☐ No ☐ Yes – please complete details below	
Instrument Details	Instrument:	Qty:
	Instrument:	Qty:
	Instrument:	Qty:
	Instrument:	Qty:
Total Number of Performers (including singers)		
Total Number of Singers		
Please list any technical requirements (subject to availability)		

4. Terms and Conditions	
Child Safe Standards *Melton City Council is committed to being a child safe organisation and has zero tolerance for child abuse. We require all suppliers to familiarise themselves with our Child Safe policy and agree to uphold the policy, procedure and code of conduct.*	Melton City Council is committed to being a child safe organisation and has zero tolerance for child abuse. We are committed to creating and maintaining a child safe organisation where protecting children and preventing and responding to child abuse is at the centre of our everyday thinking and service delivery. Our Child Safe policy can be found on our website. Do you acknowledge you have read these documents and will comply with the policies? ☐ No ☐ Yes
Acknowledgment *The following conditions are a requirement for participation in Melton City Council events. Please check the boxes to confirm your acknowledgement and that you will supply or uphold the requirements.*	You will supply a current copy of your, and any other staff on-site, Working with Children Checks. You acknowledge that a photographer and/or videographer will be present at the event, and that images taken may be used on Council's social media, webpage or other collateral. ☐ No ☐ Yes

By signing and returning this completed form, you agree to the conditions described and that all information provided is accurate at the time of writing.

Name:	
Date:	
Signature:	

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