

Wyndham Learning Festival (WLF) Event Host Terms and Conditions

Please sign and return this form, along with any required documentation, by Monday, June 16, 2025, to contact@wynlearnfestival.org.au. By submitting your event, you agree to the following terms:

1. Event host responsibilities

- Event hosts are responsible for securing a venue, though we'll assist subject to WLF resources. All venue arrangements are between the host and provider.
- Hosts must allow enough time for setup before attendees arrive and cleanup before the next booking.
- Hosts need to ensure all tech and equipment are tested and working before the event starts.
- Images submitted as 'event images' may be used by the Wyndham Learning Festival for marketing. If you require logos, web addresses, or other details included, they must appear on the uploaded image at the time of event submission.

2. Event promotion and audience responsibility

- WLF will help promote your event, but event hosts are ultimately responsible for attracting an audience.
- Hosts must respect participants' requests not to share images on social media.
- Hosts can promote their services or products, but the event must offer free learning or a tangible benefit for attendees.
- Hard sales tactics or direct selling aren't permitted, so please keep the focus on the learning experience.

3. Eligibility

- Event hosts must be a business, group, or organisation from the Wyndham area.
- Events must be free for attendees, with no extra costs for materials or participation.
- Hosts need to have run an event in the past two years or attended a New Event Host Information Session (online or in-person) before submitting their event.

4. Approval process

- The Wyndham Learning Festival will review and approve all submitted events, rejecting any deemed unsuitable. To maintain variety, WLF may decline submissions if topics overlap significantly and may ask hosts to adjust details to enhance attendee appeal.

5. Event host conduct

- Event hosts agree to maintain professional conduct and collaborate with WLF for a smooth event, while adhering to all relevant health, safety, and legal requirements.

6. Cancellation and changes

- If cancelling, event hosts must notify WLF in writing to contact@wynlearnfestival.org.au as soon as possible and inform attendees and venue providers promptly.
- Any changes to event details (e.g., time, location, format) must be sent in writing to contact@wynlearnfestival.org.au as soon as possible.
- After promotional materials are finalised, June 30, 2025, changes to event details may not be possible.

7. Liability

- Event hosts are responsible for managing all event aspects, including providing required documentation (e.g., Public Liability Insurance, WWCC where needed) before the event.
- Hosts agree to indemnify and protect the Wyndham Learning Festival, its affiliates, officers, sponsors, and partners from any claims, damages, or liabilities related to the event.

8. Event host agreement

- To confirm participation, the event host must sign and return this document, along with a Public Liability Insurance Certificate, WWCC (if applicable), and any other required documentation, by June 16, 2025.

Event Title:

Organisation:

Representative:

Public Liability Insurance Certificate attached: Yes / No

WWCC Number or copy of card attached (if applicable): Yes / No

Event Host Signature:

Date:
