



Thank you for choosing to host a NHW Week event. We very much appreciate it! To help you host a great event we have put together some key information to assist you, but if you do have any questions please do not hesitate to contact us directly as we are here to support you!

You can contact us at nhwnt@nhwnt.org.au or by calling 08 8999 0847.

We look forward to hearing about your events success.

What is Neighbourhood Watch Week?

Neighbourhood Watch (NHW) is a community led safety and awareness program working in partnership with police. It aims to prevent crime, stop social isolation and increase the safety, security and quality of life for everyone in the community.

NHW Week aims to raise public awareness of NHW and the benefits of belonging to a Neighbourhood Watch group. The aim is to increase membership of and encourage participation in Neighbourhood Watch programs throughout Australia.

Your Event Tool Kit

Once you have confirmed your participation and signed this document you will receive an event tool kit that will include;

- ✓ \$100 Supermarket Voucher
- ✓ Crime prevention safety information flyers
- ✓ NHW Week giveaways and tools
- ✓ Online membership form

Please note that we will organise pick up or mail out of event kit with you directly upon confirmation. The amount of merchandise received will be dependent upon event type, size and location.

Event Guidelines

This is your event and we would like you to run it however works best for you and your community, however we do have some simple do's and don'ts listed below;

- ✓ Choose your venue and ensure that the local authorities have been notified if applicable
- ✗ You are not permitted to have alcohol at your event.

- ✓ Use your voucher to provide food and non-alcoholic beverages for your attendees
- ✓ Giveaway the NHW Week merchandise provided in your event kit
- ✓ Encourage attendees to get in touch with NHWNT for information on becoming a member or on NHWNT Programs.
- ✓ Ensure that your event area is free of any potential hazards
- ✗ You are not permitted to use your voucher for any purpose other than event catering.
- ✗ You are not permitted to use the NHWNT logo in any event promotion, unless it has been endorsed by the NHWNT Office

Event Liability

In agreeing to host a NHW Week event, you accept that you are responsible for the organisation and running of the Event; which includes acquiring any necessary permits, permissions and/or insurances required to host such an event. By choosing to host a NHW Week event you understand and accept that Neighbourhood Watch NT will not have any liability in relation to any injury, damage or loss incurred in connection with your NHW Week Event.

If you have any questions in regards to event liability please do not hesitate to contact us at nhwnt@nhwnt.org.au

How do I report an Incident?

You will find incident report forms in your event pack. If an incident does occur it is important that you fill in an incident report form as soon as possible and ensure that it is as detailed as possible. All incident report forms must be submitted to the NHWNT office post event and you may be contacted by the NHWNT office to confirm details depending on the significance of the incident.

Event Media

We would love to be able to promote your event and we would encourage you to use social media if you choose too. Please you do not use the NHW logo or name on any media posts. If you would like us to promote on your behalf we are happy to do this on the NHWNT Facebook page.

If you take any photos of guests please make sure you have the person's permission to use the image. In your event kit you will find a photography disclaimer form.

Post Event

You are required to submit a post event report to us via email no later than 1 week after your event. Your report must include at least one photo from the event with correct permissions, your receipt from the voucher and a brief overview of your event.

Summary

Thanks again for choosing to host a NHW Week event. If you have any queries please do not hesitate to contact us on 08 8999 0847 or nhwnt@nhwnt.org.au

I, _____ have read and understand the NHW Event Guidelines and agree to the terms outlined in the agreement.

Signed: _____

Print Name: _____

Date: _____