



Sunbury NEIGHBOUR Day

SUNDAY 30TH MARCH 2025

HOSTING A PUBLIC EVENT

Hosting a **free** public event or gathering is a great way to create social connections in our neighbourhood!

Follow the steps below to host your event:

1. **Plan** your event
2. **Register** your event through our registration form <https://forms.gle/xEMRuMCXKw8eMtFQA>. This helps us know what will be happening around town.
3. **Let Hume Council know** if your event will be taking place on Council land and secure any necessary permits or approvals (if applicable)
4. **Have a chat to us** about your event details (e.g location, how people can sign up). We can list your event on our website.
5. **Read** through the safety tips and considerations below and prepare for your event
6. **Promote** your event
7. **Stay tuned** for more details & resources from us!



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SAFETY TIPS & CONSIDERATIONS

Tips for Safety & Event Organisation

Check out this tip sheet from our friends at Neighbours Every Day

<https://neighbourseveryday.org/wp-content/uploads/sites/2/Important-Tips-for-Events-1.pdf>

Selling food and beverages

If you are planning on having food and beverage vendors at your event (such as a food truck), ask if they are registered with FoodTrader <https://foodtrader.vic.gov.au/> to ensure they're managing their food safety obligations.

Hume Council

More information about holding an event on Council land can be found here

https://www.hume.vic.gov.au/Residents/Things-to-See-and-Do/Events/Plan-an-event-or-gathering/Planning-an-event-on-Council-land/Hold-a-public-or-private-outdoor-gathering_

Please note that the organisations coordinating Sunbury Neighbour Day cannot cover public liability for events. Event hosts are responsible for any risks associated with the conduct of Sunbury Neighbour Day events. Always consider the safety and wellbeing of yourself and guests during event planning.

Questions?

Get in touch via hello@sunburyneighbourday.org.au

FOLLOW US ON OUR SOCIALS TO STAY IN THE LOOP!

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www.sunburyneighbourday.org.au

Sunbury Neighbour Day is a Sunbury-wide initiative, proudly brought together by communities and organisations across Sunbury, such as Goonawarra Neighbourhood House, Sunbury and Cobaw Community Health, Sunbury Neighbourhood House and the Multicultural Resources Hub.