



# CEREMONY APPLICATION FORM

## APPLICANT DETAILS

Organisation:	
Is the organisation a business or incorporated entity? <input type="checkbox"/> Yes <input type="checkbox"/> No Inc. number .....	
Mailing address:	
Phone: (Landline)	(Mobile)
E-mail:	
Name of Primary Contact:	(Mobile)
Name of Secondary Contact:	(Mobile)

## CEREMONY DETAILS

Type of ceremony:	
Date:	Time of assembly:
Commencement time:	Ceremony concludes:
Estimated Number of Participants:	Estimated Attendance:
<input type="checkbox"/> This is to be an annual ceremony held on the same date each year <input type="checkbox"/> This is to be an annual ceremony held on the ..... of ..... each year Please note this is subject to availability.	
Brief Description of proposed ceremony including purpose of ceremony:	
Where will the ceremony take place? If the service is conducted in the Shrine, members of the public will be permitted to stand around the walls of the inner sanctuary and observe the proceedings. <input type="checkbox"/> Sanctuary <input type="checkbox"/> World War Two Cenotaph/Eternal Flame <input type="checkbox"/> Post World War Two Memorial – Garden of Remembrance <input type="checkbox"/> Dedicated tree. Please advise tree number if known ..... Will a wreath be laid? <input type="checkbox"/> Yes <input type="checkbox"/> No Is a Poppy Urn required? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you require seating? <input type="checkbox"/> Yes <input type="checkbox"/> No The Shrine of Remembrance can supply a limited number of seats. Do you require parking permits <input type="checkbox"/> Yes <input type="checkbox"/> No Number of permits (maximum 5 permits) ..... Are flags or banners to be carried? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give a brief description.	
Do you wish to have the national/unit/organizational flag flown on one the Shrine flagpoles? The Australian Flag and the Flag of the State of Victoria are normally flown on the Shrine flag poles from 8.00am to 5.00pm. The Flags are 450cm x 225cm (15'x7'6") in size. <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Flag..... If yes, is the flag held at the Shrine? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Known	



SHRINE OF REMEMBRANCE  
MELBOURNE

Is media attendance expected?  Yes  No  
If yes, is it commercial photography?  Yes  No

Is a speech or address to be made or given?  Yes  No

Will it be in English?  Yes  No

Who will make the speech or give the address?

Name..... Language.....

Please see terms and conditions for the Shrine policy related to speeches and addresses in languages other than English.

**REQUESTED SUPPORT**

Public Address system

Lectern. If yes, what is the preferred location? .....

The following recorded bugle calls and anthems are available at the Shrine. Select those you request.

Last Post  Reveille  Australian National Anthem

If you are not requesting the Shrine PA or microphone systems, will alternative arrangements be made?

Yes  No

If yes, proposed alternative: .....

**RELATED ACTIVITIES**

Is there to be a pre- or post-Ceremony activity?

Yes, subject to the availability of the Shrine space  No

Please note that Pre- and Post-Ceremony activities are limited to a maximum one hour, subject to space availability.

Is the organisation requesting use of kitchen?  Yes  No

Is the organisation hiring caterers?  Yes  No

Caterer Name:

Caterer Contact: (phone) (email)

**APPLICANT DECLARATIONS**

- I have read and agree to the terms and conditions. *Refer Terms & Conditions for details.*
- I have attached a copy of my PLI policy / Certificate of Currency with this application
- I have provided the details of all thirty parties hired to provide services at the Shrine.

Signature: ..... Date: .....

On behalf of: .....

**APPLICATION STATUS (SHRINE USE ONLY)**

Rejected  Approved  Approved subject to

Comment: .....  
.....  
.....

Signed: ..... Date: .....



## TERMS & CONDITIONS

1. Where a business or incorporated entity (e.g., Company, Incorporated Association, Company Limited by Guarantee, etc.) wishes to conduct an event / service at the Shrine, they must provide a copy of their Public Liability Insurance Certificate of Currency. No booking will be confirmed without this. Individuals, unincorporated entities (e.g., volunteer groups); State and Federal Government departments, are not subject to this requirement.
2. No-one, including individuals or groups, participating in a Ceremony at the Shrine of Remembrance or on the Shrine Reserve shall carry any form of weapon (real or replica) without prior written approval from Shrine Trustees. If weapons are brought onto the Shrine Reserve without authority, the individual or group will be asked to leave immediately. Shrine approval in writing is required regardless of any License or Permit held by an individual or group under State or Federal Law. A full version of the relevant Policy is available at [shrine.org.au/Shrine/Files/fc/fcce709e-fbe7-4d19-aa32-8b771c2c7895.pdf](http://shrine.org.au/Shrine/Files/fc/fcce709e-fbe7-4d19-aa32-8b771c2c7895.pdf)
3. No parking is allowed on-site without prior written permission in the form of a permit which must be displayed in the vehicle whilst on the Shrine Reserve.
4. It is a policy of the Shrine Trustees that whenever possible, a Trustee, Life Governor or Governor attend, and if appropriate, participate in all ceremonial activities at the Shrine
5. Visitor Dress Code Policy: the Shrine Trustees have an expectation of appropriate attire at all times.
6. Subject to availability of the Western Gallery, pre- and post-ceremony activities are restricted to the provision of hot water and disposable cups for a small morning or afternoon tea in the Western Gallery of the Visitor Centre. A maximum capacity of 100 is imposed. The Shrine of Remembrance does not have the facilities for sit down meals and no hot food is permitted. If the Association hires a third party caterer it is the responsibility of the Association to ensure the space is cleaned after use.
7. All Associations are required to provide details of any third party they hire to provide services at the Shrine. All external contractor or service providers will require formal Contractor Induction prior to entering the Shrine building or Reserve. The Shrine of Remembrance has a duty to comply with the *Occupational Health and Safety Act (2004)* to provide and maintain a safe working environment. All electrical equipment brought to the premises by third party contractors should comply with the *Electrical Safety (Equipment) Regulations 1999* and the minimum safety protocols as set out in *AS/NZS3670:2010 In-service safety inspections and testing of electrical equipment* and *AS/NZS 3002:2008 Electrical installations – Shows and carnivals*.
8. Alcohol is prohibited on the Shrine Reserve.
9. It is a policy of the Shrine Trustees that all announcements, speeches and/or addresses made or given at the Shrine or on the Shrine Reserve be in English and be of a non-political nature. Permission may be given for a speech or address in a language other than English where the person making the speech or giving the address is a visiting foreign national not versed in the English language, provided an English text of the speech is made available prior to the Trustees and approved by them. An English translation of the proposed speech or address must accompany this application or be submitted to [ceremonies@shrine.org.au](mailto:ceremonies@shrine.org.au) for approval at least five working days prior to the ceremony.
10. Speeches are limited to one speaker and no more than five minutes length. Each service must contain a reading of The Ode (verse 4 of Binyon's Ode to the Fallen). If the Shrine Representative is required to provide the reading they will only read The Ode. The Australian National Anthem must be played last.