
 EVENT GUIDE:

Useful contacts

These contacts can provide you with helpful information when planning and organising your event. This information can assist you to ensure you have all the correct documentation, provide services at your event and promote your event to the community.

EMERGENCY CONTACTS

Organisation	Purpose	Phone	Website
Ambulance Service of NSW	Emergency	000	www.ambulance.nsw.gov.au
	Access/emergency planning	(02) 6841 2760	
Fire and Rescue NSW	Emergency	000	www.fire.nsw.gov.au
	Use of fire or other hazardous materials/ fireworks/ emergency response plan	(02) 9742 7400	
Hospital	Access and emergency	(02) 6369 3000	
Police	Emergency	000	www.police.nsw.gov.au
	Notification of events plus general information	131444	
		(02) 6363 6399	
RMS	Any disruption to road users	13 2213	www.rms.nsw.gov.au
SES	Traffic Control	(02) 6334 8501	www.ses.nsw.gov.au
St John Ambulance	Non-emergency patient transport and first aid	1300 360 455	www.stjohn.org.au

EVENT INDUSTRY CONTACTS

Organisation	Purpose	Phone	Website
Meetings and Events Australia	National, independent, not-for-profit organisation dedicated to fostering professionalism and excellence in all aspects of meetings management	(02) 9929 5400	www.meetingsevents.com.au
Destination NSW	State government agency to provide the industry's latest news and resources	(02) 9931 1111	www.destinationnsw.com.au

GOVERNMENT DEPARTMENTS/ASSOCIATION CONTACTS

Organisation	Purpose	Phone	Website
Bureau of Meteorology	Weather forecasts for your event	(02) 9296 1555	www.bom.gov.au
Disability Council of NSW	Making your event accessible to people with a disability	(02) 8879 9100	www.facs.nsw.gov.au/disability-council
NSW Food Authority	Preparation and service of food Temporary food stalls information and requirements	1300 552 406	www.foodauthority.nsw.gov.au
Liquor & Gaming NSW	Fundraising activities and the sale of alcohol	1300 025 720	www.liquorandgaming.nsw.gov.au
WorkCover NSW	Use of fireworks and Work Health and Safety (WHS)	13 10 50	www.workcover.nsw.gov.au

MEDIA CONTACTS

Organisation	Purpose	Phone	Website
Central Western Daily	Local newspaper	(02) 6391 2900	www.centralwesterndaily.com.au
Orange City Life	Local paper/magazine	(02) 6361 3575	www.orangecitylife.com.au
STARFM Orange 105.9	Local radio	(02) 6362 2144	www.starfm.com.au
2GZ FM Orange 105.1	Local radio	(02) 6362 2144	www.2gzfm.com.au
ABC Central West	Local radio	(02) 6393 2511	www.abc.net.au/centralwest
WIN TV	Local TV Station	(02) 6391 1699	www.wintv.com.au
PRIME TV	Local TV Station	(02) 6362 2288	www.prime7.com.au

OTHER CONTACTS

Organisation	Purpose	Phone	Website
Grantconnect	Australian Government grants for community projects	1300 484 145	www.grants.gov.au
Taxi Service	Requesting presence of taxis to take people to and from event	(02) 6325 0099	orangetaxis.com.au
Local Community Insurance	Public liability insurance provider for small not-for-profit organisation	1300 853 800	www.localcommunityinsurance.com.au
Phonographic Performance Company of Australia	Use of pre-recorded music at your event	(02) 8569 1100	www.pcca.com.au/music-users/licensing-home
Orange Visitors Information Centre	Information on accommodation and attractions	(02) 6393 8226	www.orange.nsw.gov.au