



**ACT**  
Government  
Economic Development

# Canberra Festival Balloon Spectacular

Saturday 10-Sunday 18 March 2012



**Terms, Conditions and Application Form**

# CANBERRA FESTIVAL BALLOON SPECTACULAR 2012

The *Canberra Festival Balloon Spectacular* is a major event of the Canberra Festival which celebrates Canberra's Birthday, culture and community.

The festival is delivered by the Events Unit within the newly created Economic Development Directorate.

Held over 9 days, from Saturday 10 to Sunday 18 March, hot air balloons will launch from the Lawns of Old Parliament House to provide an exhilarating backdrop to our iconic attractions.

A spectacle not only for locals, but visitors also, the *Balloon Spectacular* has a long history in the nation's capital and is truly unique as the only multi-day event in the country.

## EVENT SPECIFIC DETAILS

### Pilot and Crew Registration Night:

The Pilot and Crew Registration night will be held on Friday 9 March. Venue and time will be confirmed upon registration.

It is essential that all pilots bring their registration documentation to this session for the Flight Direction Team to sight.

To notify the Flight Direction Team and for catering purposes, please RSVP to [vanessa.febo@act.gov.au](mailto:vanessa.febo@act.gov.au)

### Daily Pilot Briefings:

Each morning from Saturday 10- Sunday 18 March 2011, the Flight Direction Team will lead a pilot briefing session on the balloon field. Please arrive by 5.45am to be present for a **6am sharp** start.

Pilots and crew flying on that day are asked to attend the briefing and take advice from the Flight Direction Team. Coffee, tea and danishes will be provided to pilots and crew registered on that nominated flight day.

## EVENT REGULATIONS- Terms and Conditions

### OUR COMMITMENT

- Each registered balloon will receive one complimentary double/twin room for the night prior to the nominated flight day;
- Free propane refuelling after each day of flight;
- Four breakfast vouchers per nominated flight day per balloon (one for PIC and three for crew only). Additional vouchers are at the expense of the balloon owner; and
- One vehicle pass for retrieving balloon vehicle for entry onto the field for nominated flight days only.

### YOUR COMMITMENT

- It is the expectation that pilots will attend all briefings to ensure all relevant information is passed on and adhered to;
- It is the expectation that pilots will aim to fly on all available occasions appropriate to their level of skill and experience; and
- It is the expectation that balloonists will participate in 'tethering' on the launching field to offer entertainment and engagement with the community.

## **GAS AND REFUELLING**

Gas refuelling will be supplied free of charge to approved registered balloons after each nominated day of flight only. Details of refuelling will be provided at Registration.

## **AIRWORTHINESS**

The Events Unit and Flight Direction team reserve the right to prohibit the launch of any balloon that, in their opinion, is not airworthy. A current Certificate of Airworthiness and Certificate of Registration are required for balloons flying at the event.

## **CREW SUPPORT**

The Southern Tablelands 4WD Club have a long involvement in the Canberra Festival Balloon Spectacular and will once again be assisting to source crew for pilots registered with the Festival in 2012. Please indicate whether you require crew and the Event Office will do its best to source volunteer crew to assist for nominated days.

The management of crew and retrieval vehicles remain the responsibility of the Pilot. Breakfast vouchers and a dated essential vehicle pass (for nominated flights days) will be issued at Registration and pilots are responsible for issuing these to their crew. The SES will be assisting with traffic management and will not allow vehicles on site without essential vehicle accreditation.

## **ALTERATIONS TO THE EVENT**

The Events Unit reserves the right to alter any element of the event at their sole discretion without notice.

## **MEDIA TERMS AND CONDITIONS**

Balloon operators must not enter into prior arrangements for these events with any local, regional or national media. The Events Unit must be notified in advance, in writing, of any media that operators wish to bring to the event. If you would like the opportunity to fly accredited media please advise the Events Unit at Check-In.

# **BALLOON AND PILOT ENTRIES**

## **ENTRIES**

The Events Unit invites hot air balloon pilots to participate in the 2012 *Canberra Festival Balloon Spectacular*.

## **DUE DATE**

It is a mandatory requirement and condition of entry that all balloon and pilot registration forms and documentation be lodged with the Events Unit by **FRIDAY 2<sup>ND</sup> MARCH 2012**. Late applications may not be considered. If you require an extension on this date, you must notify the Event Office, in writing.

All original documentation must be sighted at the Pilot and Crew registration by the Flight Direction Team.

### ***Pilot entries***

Will only be accepted with:

- A satisfactorily completed Pilot Registration Form has been received
- Proof of pilot log book
- Proof that a minimum of 50 hours as Pilot in Command has been fulfilled
- Proof that the pilot has fulfilled the requirements for currency as defined in the Australian Ballooning Federation (ABF) Operations Manual. Pilot hours will be checked at Check-In and if the required hours have not been met, the Flight Director reserves the right to withdraw the pilot entry.

### **Balloon entries**

*Will only be accepted with:*

- Proof of current **\$5million** insurance cover;
- Proof of balloon log book showing current annual/100hourly;
- Proof of balloon certificate of registrations;
- Proof of balloon certificate of airworthiness; and
- A nominated PIC for each nominated flight day.

***To ensure a fast, efficient service, it is strongly recommended that all documentation be sent to the event office prior to the event. Original documents will still need to be sighted at the Pilot Registration session but the paperwork will be pre-approved and any issues appropriately identified***

### **INSURANCE**

Valid insurance cover (minimum of \$5,000,000) with an insurer of repute **must** be effective during the whole of the event. Evidence of such cover must be produced at the Registration Evening and a copy of cover supplied to the Event Office before commencement of the event.

### **HOT AIR BALLOON SPECIFIC INFORMATION**

Hot Air Balloons are registered aircraft and are regulated through the Civil Aviation Safety Authority (CASA). Pilots are licensed through the Australian Ballooning Federation and the permit to operate the event issued by CASA.

### **COMMERCIAL BALLOONS**

A number of commercial balloons will operate in conjunction with the Canberra Festival Balloon Spectacular. The operations, including decisions to fly are at the discretion of the commercial company and these may differ to the conditions stipulated by the Canberra Festival Balloon Spectacular.

### **YOUR CONTACT DETAILS**

The data we gather and hold is managed in accordance with the Privacy Act 1988. The Event Office will not disclose or share personal information supplied by you with any third party organisation without your consent. If you do not want your company details passed on or published please advise the Event Office.

### **DISCLAIMER**

The ACT Government and its officers, employees, agents and representatives shall have no liability whatsoever in respect of all and any action, claim, demand, proceedings, costs, expenses, fines, penalties loss or damage whatsoever arising out of or connected with the participation by any person, firm or company in whatever capacity in the event including but not limited to arising or resulting from or connected with the loss injury or damage sustained by or to any third party, any refusal by insurers to meet in full or in part or at all any claim. This shall not operate or be construed to operate to exclude or restrict the liability of the Company for death or personal injury caused by its negligence.

### **EVENT OFFICE CONTACT DETAILS**

Canberra Festival Balloon Spectacular  
Events Unit  
Economic Development Directorate  
Locked Bag 2001, Civic Square ACT 2608  
Phone: (02) 6207 5378  
Fax: (02) 6205 0629  
Email: [events@act.gov.au](mailto:events@act.gov.au)

## PROMOTION

This year we aim to improve our website and would like to more strongly showcase you, the pilots and your balloons. If you are happy for the Event Office to include a short blurb and image on [www.events.act.gov.au](http://www.events.act.gov.au) website please complete the following table. Please send the Event Office a hi-res image of your balloon to accompany the short blurb.

### BALLOON/PILOT BLURB FOR WEBSITE

<b>Balloon Name:</b>	
<b>Pilot/s name/s:</b>	
<b>Place of residence:</b>	
<b>Places you have flown/balloon has been:</b>	
<b>Fun facts about the Balloon:</b>	

## BALLOON ENTRY APPLICATION FORM 2012

BALLOON REGISTRATION DETAILS			
Balloon Registration		Balloon Name	
Balloon Make		Balloon Volume	
Balloon Description			
Log Book Hours		Special Shape	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sponsors Name			
Checklist	<input type="checkbox"/> Proof of \$5million insurance <input type="checkbox"/> Copy of Balloon Log Book showing current annual/100hourly <input type="checkbox"/> Copy of Balloon Certificate of Registration <input type="checkbox"/> Copy of Balloon Certificate of Airworthiness		
INSURANCE DETAILS			
Insurance Company		Policy Number	
Expiry Date		Level- \$5million minimum	<input type="checkbox"/> Yes <input type="checkbox"/> No
PILOT REGISTRATION DETAILS- Pilot 1			
Given Name		Surname	
Postal Address			
Home Phone		Mobile	
Email			
PIC hours		ABF Mem No.	
Date of Issue		Licence No.	
Checklist	<input type="checkbox"/> Copy of pilots certificate <input type="checkbox"/> Proof of ABF membership <input type="checkbox"/> Copy of pilot log book showing pilot currency		
<p><b>Declaration:</b> I have read and I agree to the 'Terms and Conditions' and policies of the event. I agree to attend the mandatory briefings in order to participate in the 2011 Canberra Festival Balloon Spectacular and to carry the required documentation. I accept that the decision whether or not to allow me to fly at the event is at the sole discretion of the organiser.</p>			
Print Name		Signed	
PILOT REGISTRATION DETAILS- Pilot 2 (if applicable)			
Given Name		Surname	
Postal Address			
Home Phone		Mobile	
Email			
PIC hours		ABF Member No.	
Date of Issue		Licence No.	
Checklist	<input type="checkbox"/> Copy of pilots certificate <input type="checkbox"/> Proof of ABF membership <input type="checkbox"/> Copy of pilot log book showing pilot currency		
<p><b>Declaration:</b>            I have read and I agree to the 'Terms and Conditions' and policies of the event. I agree to attend the mandatory briefings in order to participate in the 2011 Canberra Festival Balloon Spectacular and to carry the required documentation. I accept that the decision whether or not to allow me to fly at the event is at the sole discretion of the organiser.</p>			
Print Name		Signed	

### FLIGHT DETAILS

	Balloon will fly on this day:	Nominated Pilot in Command on this day:
Saturday 10 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sunday 11 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Monday 12 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tuesday 13 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wednesday 14 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Thursday 15 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Friday 16 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Saturday 17 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sunday 18 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### CREW DETAILS

Do you require crew for the event?		Please indicate crew/equipment
Saturday 10 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sunday 11 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Monday 12 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Tuesday 13 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Wednesday 14 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Thursday 15 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Friday 16 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Saturday 17 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Sunday 18 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### ACCOMMODATION DETAILS

	Accommodation required:	Accommodation type:	Accommodation booking name:
Friday 9 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
Saturday 10 March 2012			
Sunday 11 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
Monday 12 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
Tuesday 13 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
Wednesday 14 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
Thursday 15 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
Friday 16 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
Saturday 17 March 2012	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	
*Additional dates required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Twin <input type="checkbox"/> Double	

\*Please note that the ACT Chief Minister's Department will need to approve the booking of additional rooms outside of the festival dates and charges may apply.

**TO SUBMIT THIS REGISTRATION:**

To register for the 2012 Canberra Festival Balloon Spectacular, fully complete the above form, read the Information Booklet thoroughly and mail or email your completed forms to:

**Events Unit**  
**Economic Development Directorate**  
**Locked Bag 2001, Civic Square ACT 2608**  
**Email: [events@act.gov.au](mailto:events@act.gov.au)**

For more information, please phone Vanessa Febo on (02) 6205 2579.

The Event Office

## CHECKLIST

***Have you?***

- Provided a fully completed application form (pages 6-7)?
- Indicated accommodation requirements?
- Indicated any crew requirements?
- Sent the Event Office a hi-res image of your balloon that you are happy to be included on the website?

***Pilots***

- Provided proof of pilot certificate/licence and proof of ABF membership?
- Provided proof of pilot log book showing pilot currency?

***Balloon entries***

- Provided proof of current \$5million insurance cover?
- Provided proof of balloon log book showing current annual/100hourly?
- Provided proof of balloon certificate of registrations?
- Provided proof of balloon certificate of airworthiness?
- Nominated a PIC for each day of flying?

Thank you. The Event Office will send out a confirmation email and further details on the 2012 Canberra Festival Balloon Spectacular upon approving your registration based on the above.

We look forward to working with you to deliver this fantastic event for the Canberra community and our visitors!