



SUPPORT REQUEST FORM 2023

The Royal Australian Navy has full-time bands in Sydney and Melbourne, and reserve bands in Brisbane, Hobart, Adelaide and Perth. The RAN Band provides music support for military ceremonies and parades, commemorative services, and community engagement events such as school concerts and music festivals. This form must be used by anyone requesting support from the band.

Completion Guide

1. Download the request form and save it to a suitable location on your computer. *Downloading the form each time ensures the most current version is being submitted to us.*
2. Rename the filename to include the name of your organisation or event.
3. Open the request form on your computer using a suitable software for editing fields in a pdf document e.g. Acrobat (Mac, Windows), Preview (Mac).
4. Complete all 4 steps in order for the form to be processed.

Step 1. Event Details

Name of event* (*required)

Date of event*

Click in the field below, then click the down arrow at the right of the field to show the calendar.

Venue address*

State*

Performance Start*

Finish

Performance Group*

Event description/further details*

Step 2. Requesting Point of Contact (please insert the details of the best logistical point of contact if not the requestor).

Service

Rank

First name*

Surname*

Email*

Phone

ADF Unit/Organisation*

Today's Date*

Step 3. Review Ts & Cs (P2) & Acknowledgement Guidelines (link) before checking the below boxes.

Step 4. Click **Submit** or save and attach/email to; navy.band@defence.gov.au. Requestors will be contacted in due course.

I have read and agree with the Terms and Conditions (page 2).

I have reviewed the [RAN Band Acknowledgment Guidelines](#) (click link).



Terms and Conditions - Requests for RAN Band Support

* Applies specifically to non-ADF requests

1. Annual ADF bids for band support are sought by signal in March for the following year (July-June). Requests may be submitted at any time as events become known, using this form. If band support can be provided, any financial liabilities such as travel and accommodation may lie with the requestor.
2. Director of Music–Navy is the final authority for all RAN Band tasking. The RAN Band is prohibited from supporting any event that is affiliated with a political or denomination-specific religious organisation, is of a partisan or controversial nature, or is in support of a commercial or private entity unless approved under the provisions of DACC, Category 4 or 5.
3. Service commitments (tasks to be performed on behalf of the Commonwealth or State Governments or the Australian Defence Force) take precedence over all others. In the event of a Service commitment arising that coincides with a previously accepted non-Service task, it may be necessary to cancel the latter at short notice.
4. * The organiser must release and indemnify the Commonwealth, its officers, employees or agents from and against all claims actions, proceedings, demands, costs and expenses whatsoever and howsoever arising relating to any loss, damage or injury (including death) to any person (including Commonwealth officers and employees) or property (including Commonwealth equipment and stores) caused by or arising out of the provision of the assistance, except for liability caused by, or arising out of any act or omission by the Commonwealth, its officers, employees or agents in providing assistance.
5. In most circumstances, an admission charge to a performance by a Navy Band is not permitted without prior approval. If an AMCOS license fee is payable, the requestor must make arrangements for the payment of this fee.
6. Performances and rehearsals shall not be recorded in any manner except for the purpose of agreed and authorised broadcast and/or media reporting.
7. Musicians will be provided with suitable refreshments. If the band is engaged over a meal period, a meal is required to be provided for the members.
8. The organiser/sponsor may be required to pay for all meal and accommodation costs.
9. For outdoor performances, adequate protection from the elements shall be provided.
10. * During inclement weather, musicians will not perform where there is any possibility of rain damage to instruments and/or music, or where the possibility exists that they may become wet and have to travel long distances in damp uniforms. Any performance in inclement weather is at the absolute discretion of the Music Director or Bandmaster.
11. Defence Force Policy requires a smoke-free working environment for all service personnel.
12. Any media or otherwise published acknowledgments which recognise sponsors or contributors, will include mention of the RAN Band, as appropriate, through liaison with the RAN Band National Public Relations Manager. Mention of the RAN Band should be accompanied by the RAN Band Badge and conform to the [RAN Band Acknowledgment Guidelines](#). The RAN Band National Public Relations Manager can be contacted at navyband.pr@defence.gov.au.



OIC/Bandmaster

Amplifying Comments

Approx Cost

ADMUS - N

Amplifying Comments

Signature

DMUS-N

Amplifying Comments

Signature