



## **Commemorative Lighting of Building Policy and Procedures**

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### **Purpose:**

To celebrate international, national and community wide events or causes.

### **Location:**

Royal Australian Mint

### **Eligibility:**

- Non-profits, nondenominational, non-political registered national charitable events and causes are eligible to make a request.
- Federal Government and ACT Government initiatives.
- Lighting requests will not be considered for commercial entities, personal occasions or religious observances.

### **Requests:**

Lighting requests must be made by filling out and submitting a Lighting Request Form and emailing it to [info@ramint.gov.au](mailto:info@ramint.gov.au). There is no automatic renewal agreement. A new request must be submitted annually as needed. Requests are handled on a first come, first served basis.

Applicants will receive an email response stating whether the request has been approved. Not all requests can be accommodated. If an application is denied, it is not a reflection of the merits or importance of the request.

### **To be considered:**

- Requests must be received a minimum of 30 days in advance of the lighting date(s) requested.
- Organisations or events that are likely to cause public divisiveness will not be considered.
- Organisations or events that are in the public eye in a negative way will not be considered.

### **Evaluation and other considerations:**

- A maximum of four requests per month will be considered on a first come, first served basis.
- No organisation may have the light configurations for more than four consecutive days. The length of time for each approved request is entirely at the discretion of the Mint.
- Weekend only requests will not be considered.
- The Mint has the right to refuse any request for any reason whatsoever and it is not obliged to disclose its reasons.