

Community Event Application



Event Organiser Details

Name of Event:

Applicant/Organisation Name:

Type of Organisation (e.g. school, not for profit, private business):

Contact Person:

Address:

Phone: Mobile:

Email:

Proposed Event Details

Set up date & time: From To

Clean up date & time: From To

Time Open to Public: From To

Event venue:

Will the event venue be: Indoor Outdoor Both Have you booked this venue? Yes No

Purpose of event:

Event description

Cost of attendance: (will you charge people to be part of the event?)

Catering

Will there be any sale or serving of food or drink items? Yes No

Is the food hot or cold? Hot Cold

Will there be food trucks/ food stalls? Yes No

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Will there be any sale or serving of alcohol? Yes No

¹ You may need a temporary food stall application ² You may need a permit

Noise

Will you be using amplification? Yes No

What noise sources are anticipated from the event? Pre-recorded Concert

Live music/band Acoustic PA System Other

¹ A noise notification letter will be required. A noise management plan may also be required.

Attendees

Expected attendance numbers¹:

Expected maximum attendance at any one time:

¹ Please consider whether public toilets are available at your venue. You may need to provide portable toilets.

Donation / Sponsorship

Will you be requesting sponsorship, a donation or waiving of fees from the Shire? Yes¹ No

¹ Please complete the request form at the back of this guide.

Traffic Management

Road Closure

Which roads are affected by your event?

Will you require road closure? Yes No

Which roads?

Extent of road to be closed: Full carriageway Half carriageway

Reason for road closure:

Dates and times of proposed closure:

¹ A resident notification letter may be required

² A traffic management plan may be required

Parking

Is the event expected to attract more than 200 people? Yes No

¹ You will need to submit a parking plan

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Electrical

A licensed electrical contractor must certify any electrical installations and complete the Certificate of Electrical Compliance and Certificate of Testing for Portable Electrical Equipment.

Electrical Power You will need to establish if the existing power facilities are suitable.

Will you be arranging an electricity supply? Yes No

How will you power the venue? Grid power Generator

Lighting Night events must adequately light up all areas accessible to the public and provide an emergency lighting system in the event of a main source failure.

Will you require lighting for your event? Yes No

Will the main lighting be dimmed or turned off during event?
(e.g. stage show, movie etc.) Yes No

Structures

Tents / Marquees

Will you be erecting tents or marquees? Yes No

Number of marquees: Total area covered (m²):

Is the floor size of any structure over 54m²? Yes No

Other

Will you be erecting any: Stages Lighting bars Speaker stands

Area of stage/s (m²):

Will you be erecting any spectator stands? Yes No

Number of tiers/seats:

Waste Services

Consideration must be given at all times to how waste generated by the event will be managed by the Event organiser/s. Depending on the details of your event, you may be required to submit a Waste Management Plan. Please note, if waste is left at Shire Venues following an event the cost of removal and cleanup will be passed on to the Event Holder.

Entries & Exits

Will entry be controlled via fencing, gates or being indoors? Yes No

Amusement Activities

Are you planning amusements for your event? i.e. inflatables or rides Yes¹ No

¹ Certification is required and needs to be obtained from the service provider

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Fireworks

Are you planning a fireworks display?

Yes

No

¹ These must be operated by a licensed contractor with approval from the Department of Mines & Petroleum

On-Site Living

Will there be on-site living/camping during your event?

Yes

No

Publicity, Signage and Banners

Any signage must comply with the Shire's Temporary Advertising Signs Policy. Signage must be robust and of good quality.

Do you wish to erect signage or banners within the town to promote your event? Yes

No

Type of signage or banners:

Do you wish to attach signage or anything else to a town building? Yes

Yes

No

If yes, please provide details:

Insurance

If you are inviting members of the public to your event, you must obtain minimum \$20m Public Liability Insurance.

Have you investigated public liability and duty of care issues and obtained appropriate insurance?

Yes

No

¹ A copy of the Certificate of Currency must be attached.

² Your event will not be approved until the Shire receives a Certificate of Currency.

Site Plan

Have you prepared a site plan for the event?

Yes

No

¹ A copy of the site plan must be attached.

² Your event will not be approved until the Shire receives a site plan.

Declaration

I / We, , as the event organiser seeking approval to host an event within the Shire of Carnarvon, acknowledge that the information submitted in this application is true and correct.

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I/We accept full responsibility for any damages incurred to the premises, land under the care and control of Council or reserves including reticulation and sprinklers, water mains, electricity, toilets and change rooms, fences and fixtures as a result of our activities during the specified hire period and will ensure compliance with the Shire's conditions of hire and local laws.

I/We will indemnify the Shire against any action, suit or proceeding caused by my failure to observe all statutory and other requirements or as a result of my negligence or willful actions.

I/We will ensure that appropriate liability and other insurances are in place for the activities to be conducted.

I/We understand that the Shire of Carnarvon Community Event Guide and Application Form have been compiled according to statutory requirements. There may be additional requirements that exist and, as the event applicant/organiser, I am/we are responsible to ensure that I/we comply with all requirements.

Signature:

Date:

**Events run for profit and commercial purposes will be subject to an application fee.
Please contact the Shire of Carnarvon for current fees and charges.**

Please return this completed application to the Events Team at:

3 Francis St, Carnarvon Western Australia 6701

T (08) 9941 0000

E shire@carnarvon.wa.gov.au

W carnarvon.wa.gov.au

Disclaimer

The information contained within this Community Event Guide and Event Application Form has been provided as a guide only. Additional information or approvals may be required from other agencies, and it shall be the sole responsibility of the Applicant to ensure all relevant approvals and information are obtained in relation to each particular event.