

# Event Guidelines

## HOW TO MAKE YOUR EVENT A SUCCESS

### INTRODUCTION

A public event is an effective way of bringing the community together to showcase your group and its objectives. Events can be held throughout the year and with each event comes a level of planning and organising that needs to occur to ensure your event runs smoothly.

This guide is to help you navigate the event planning processes, including liaising with the Shire of Dardanup for relevant approvals to ensure your event is a great success!

### WE ARE HERE TO HELP

The Shire of Dardanup aims to be a destination for visitors and we will work closely with you to make your event happen.

If you have any queries about the event application process or the content of these guidelines, please let us know.

The Shire's Events Team is available to help you with any queries you may have.



(08) 9724 0000



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### WHAT IS COVERED IN THE EVENT GUIDELINES:

- Do I need to submit an Event Application - Yes
- Do I need to submit an Event Application - No
- Which form do I need to complete?
- Information on Forms 188 & 188B
- Event approval process & timeline
- Fees & associated charges for events
- Parks, reserves & facilities
- Available funding - Community Events
- Available funding - Regional Events
- Responsibilities of the Event Organiser
- Can my application be refused?



# Do I need to submit an Event Application?

An Event Application Form (Form 188) is required for some public and private events. If you are unsure, please call us for further information.

## YES

An event application is required when your event will include;

- Preparation of food or drinks.
- Sale of food or drinks.
- Liquor being sold, supplied or consumed.
- Food vans, food stalls.
- Market stalls.
- Sale or hire of goods or wares.
- Event type and expected numbers is not consistent with the current approvals for the venue (health & planning).
- Event is advertised.
- Registration required or ticket sales to occur.
- Erection of tents & marquees larger than 50m<sup>2</sup>, stages or other temporary structures will occur.
- Use of drones at event.
- Equipment such as generators, lighting towers, extension cords etc will be used.
- Amusement rides.
- Bouncy castle.
- Animals.
- Laser/fireworks display will occur.
- Noise such as amplified music, amplified equipment or extraordinary vehicle noise.

## OR IF YOUR EVENT REQUIRES;

- Traffic management.
- External agency issued permit/approval or license (e.g. fireworks).
- Security or Crowd Control, first aid or other Emergency services.
- Event is for more than 75 people over the age of 16 yrs.



# Do I need to submit an Event Application?

An Event Application Form (Form 188) is required for some public and private events.

If you are unsure, please call us for further information.

## NO

An event application is not required when:

- Social gatherings, being small groups (generally less than 75 people over the age of 16 yrs) partaking in recreational activities.
- Events held in a building or venue that is approved for the purpose of the event, and the event is within the approval limitations.
- No significant infrastructure or entertainment.
- Activities where a permit or permit to perform has been issued. Such as; stallholder's permit or trader's permit.
- Political protests or protests. (This activity requires application and approval in accordance with the Local Government Act 1986, and other relevant legislation as required).
- If the event is held on Crown Land and run by the State or Federal Government.



# Information on Forms 188 & 188B

## FORM 188 APPLICATION FORM - EVENT

A Form 188 is required when your event will have over 75 people over the age of 16 yrs in attendance and any other elements that require assessment by the Events Assessment Team (list provided on page 'Do I need to submit an Event Application?').

More specific details are required for a Form 188B such as (but not limited to);

- Type of audience
- Entry fee/competitions based events
- Event sponsors if applicable
- Food, drink & sale item details
- Entertainment specifics
- Temporary structures & equipment (such as gazebos, stages etc)
- Traffic Management
- Site Plan / Route Map
- Risk Management Plan

WANT TO HOLD YOUR EVENT AT A SHIRE FACILITY?

Please contact the Shire:



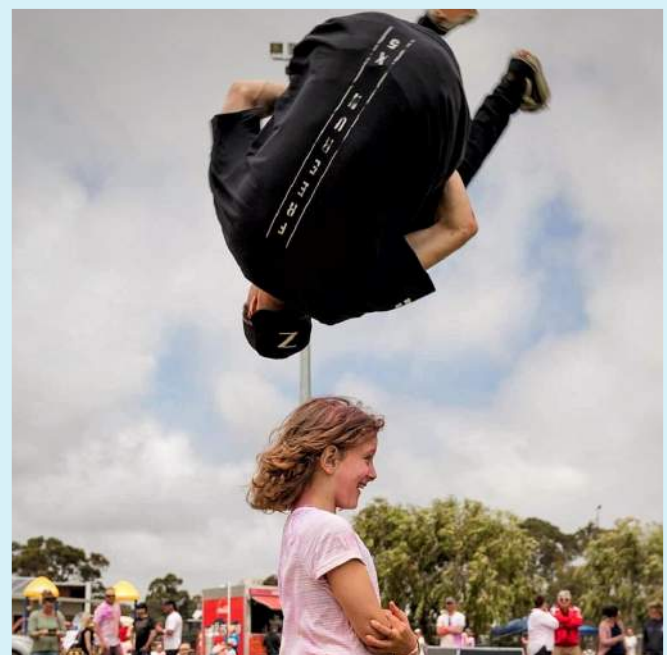
(08) 9724 0000



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[www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)



# Information on Forms 188 & 188B

## FORM 188B BOOK A RESERVE, PARK OR SHIRE FACILITY

Submitting a Form 188B is required when you are wanting to book a Shire reserve, park or facility.

No minimum number of people in attendance required to book a reserve, park or facility.

Details required;

- Reserve/park/facility details.
- Event start & finish times.
- Set up & pack up details.
- Description of your event/booking.
- Additional elements of event (BYO food, entertainment such as bouncy castle etc).
- Site Plan/Route Map.

WANT TO HOLD YOUR EVENT AT A SHIRE FACILITY?

Please contact the Shire:



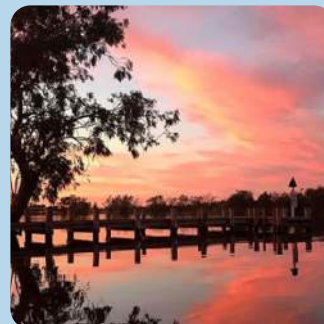
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# Which form do I need to complete?

## FORM 188 OR FORM 188B?

"I want to book an area at the Eaton Foreshore close to the playground and I'd like a gazebo for shade."

Complete:

- Form 188B - this is to reserve the gazebo area.
- Fees are applicable.

"I'd like to have my wedding ceremony at lower Cadell Park and book the space. There will be 100 guests, a gazebo and a microphone with speaker."

Complete:

- Form 188B - this is to reserve the area.
- Form 188 - this is due to the number of guests, gazebo & use of microphone/speaker.
- Fees are applicable.

"My seniors group wants to have a social dance evening at the Dardanup Hall. "

Complete:

- Form 77 - facility hire form.
- Fees are applicable.

"My daughter's birthday is coming up. She would like 10 of her friends and be able to decorate the gazebo near playground. I don't want to book the gazebo. We will bring our own food."

To do:

- Call the Shire to ascertain if gazebo area is free (an existing booking takes priority).
- There is no guarantee the park will be available without booking the gazebo area.

The forms can be found on the Shire website:



[www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)



# Event approval & process timeline

Application forms need to be submitted to the Shire of Dardanup, at least 8 weeks prior to your event.

This applies to both Form 188 and Form 188B.

It is important all sections of the forms are completed. This will ensure that the Events Team are able to properly assess your application and contact the correct person, should any further information or queries arise.

If your event requires the submission of an Event Application (Form 188), other documentation and other approvals from external agencies may be required prior to your event.

These guidelines and the application forms are to assist you to understand the process and what information you are required to provide.

The Shire's Events Team is available to help you with any queries you may have.



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# Event approval & process timeline

## STEP 1: Application Process

Applicant reviews guidelines & event policy.  
Applicant completes Event Application Form & submits to the Shire of Dardanup.  
Applicant pays Application Fee (if applicable).

## STEP 2: Shire Review Process

Application review commences.  
Further information may be requested from the applicant.  
Internal review and assessment of application by the Events Assessment team occurs.

## STEP 3: Approvals

Shire issue Event Approval letter with conditions relevant to event & due dates with any tasks required to be undertaken by the applicant.  
Cost of bonds will be advised (key bonds etc).

## STEP 4: Finalisation & Event Delivery

Applicant submits final documents to the Shire as per Event Approval letter.  
Event delivered in accordance with conditions outlined in Event Approval letter to Applicant.



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# Parks, Reserves & Facilities

Any park or reserve may be booked for an event; however, every endeavour should be made to ensure that at least 50% of the park or reserve remains available for use by the general public.

Public facilities such as playgrounds, BBQs and the jetty cannot be booked exclusively, with the exception of gazebos.

Parks and Reserves available for event bookings are listed by location on the next page. If you have any queries, please contact us.

The Shire will consider the appropriateness of the proposed venue for the purpose of the event when assessing a booking application. The booking applications for major events supported by the Shire will be given priority. Applications will be considered on a 'first-come, first-served' basis; in the event of two or more booking applications being received at the same time the Shire will prioritise the application of local individuals, groups, and organisations.

There are a number of facilities throughout the Shire that are already leased to various groups and organisations, meaning those which are already leased may not be available for hire.

## Fees & Associated Charges for Events

The private event booking (an event not open to the public) will attract a fee when held at one of the Shire's parks or reserves.

Fees or associated charges are payable once approval has been given by the Shire of Dardanup.

Examples of private events that want to pay a fee to secure a park, reserve or gazebo;

- Wedding ceremony/reception with 75+ people.
- Company holding an end of year gathering for their employees and their families (including a bouncy castle and a food van).

FEE	
Private event booking @ Shire park or reserve fee will apply as of 1 July 2021	\$ 179
BONDS	
Small events on a Shire park, reserve or garden	\$ 1000*
Small events on a Shire park, reserve or garden	\$ 500*
Key bond (includes reserve access key)	\$ 40*

# Parks & Reserves

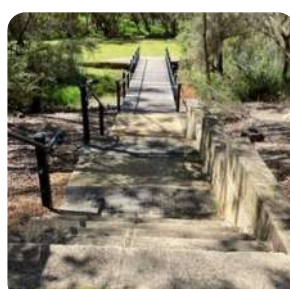
Parks and Reserves within the Shire available for event bookings:

<p><b>CARRAMAR PARK</b></p> <p>Little Street DARDANUP</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Playground</li> <li>• Gazebo</li> <li>• BBQ</li> <li>• Adequate parking</li> </ul>	<p><b>CADELL PARK</b></p> <p>Swan Avenue MILLBRIDGE</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Playground</li> <li>• Toilets</li> <li>• BBQ</li> <li>• Limited parking</li> </ul>	<p><b>LOWER CADELL PARK</b></p> <p>Swan Avenue MILLBRIDGE</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Grassed area</li> <li>• Limited wheelchair &amp; pram access</li> <li>• Limited parking</li> </ul>	<p><b>HUNTER CIRCLE PARK*</b></p> <p>Hunter Circle MILLBRIDGE</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Playground</li> <li>• Gazebo</li> <li>• BBQ</li> <li>• Limited parking</li> </ul>
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<p><b>EATON FORESHORE AREA *</b></p> <p>Pratt Road EATON</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Playground</li> <li>• Gazebos</li> <li>• BBQs</li> <li>• Toilets</li> <li>• Adequate parking</li> <li>• Drinkable water station</li> </ul>	<p><b>LOFTHOUSE PARK*</b></p> <p>Lofthouse Avenue EATON</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Playground</li> <li>• Gazebos</li> <li>• BBQ</li> <li>• Limited parking</li> </ul>	<p><b>PENINSULA LAKES</b></p> <p>Peninsula Lakes Drive EATON</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Playground</li> <li>• Limited Parking</li> </ul>	<p><b>WATSON RESERVE*</b></p> <p>Watson Street EATON</p> <p>Facilities:</p> <ul style="list-style-type: none"> <li>• Toilets</li> <li>• Gazebo</li> <li>• Limited parking</li> </ul>
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\* Off leash dog exercise area - please contact the Shire for further information.

Public facilities such as playgrounds, BBQs and the jetty cannot be booked exclusively, with the exception of gazebos.



# Facilities

Facilities within the Shire of Dardanup available for event bookings:

Contact the Shire for details on each facility: (08) 9724 0000.

## BUREKUP

Facility:

- Burekup Hall
- Russell Road
- Adequate parking

## DARDANUP

Facility:

- Dardanup Hall
- Little Street
- Ample parking

Facility:

- Dardanup Community Centre
- Little Street
- Limited parking

Facility:

- Dardanup Sporting & Community Club
- Wells Recreation Park
- Adequate parking

## EATON

Facility:

- Eaton Sports Club
- Council Drive
- Ample parking

Facility:

- Eaton Softball Pavilion
- Recreation Drive
- Limited parking

## FERGUSON VALLEY

Facility:

- Ferguson Valley Hall
- Ferguson Road
- Limited parking



# Available Funding - Community Events

The Shire of Dardanup has an allocation of funds in it's budget to provide financial assistance to community groups, organisations and individuals who can demonstrate the capacity to run quality, well-organised events within the Shire of Dardanup.

Community event grants are available for free-to-attend events held within the Shire of Dardanup that benefit the community and activate places.

Funding falls into three levels:

Grant Name	Information	Application Form
<p>Level 1:</p> <p>Quick Response Minor Community Events</p> <p>(\$0 - \$500)</p>	<p>Funding of up to \$500 and a maximum 100% of the total event cost is available to unincorporated and incorporated not-for-profit community groups, organisations and individuals.</p> <p>Should an individual or unincorporated group be successful, the funds will be auspiced by the Shire of Dardanup on behalf of the successful applicant.</p> <p>Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.</p>	<p>Form 115A</p>
<p>Level 2 :</p> <p>Community Event Grants</p> <p>(\$0 - \$1,000)</p>	<p>Funding of up to \$1,000 and a maximum 100% of the total event cost will be available to not-for-profit incorporated community groups and organisations.</p> <p>Level 2 grants will be open for application twice per year.</p>	<p>Form 115B</p>
<p>Level 3 :</p> <p>Community Event Grants</p> <p>(\$1,001 - \$5,000)</p>	<p>Funding between \$1,001 to \$5,000 and a maximum 50% of the total event cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.</p> <p>Level 3 grants will be open for application twice per year.</p>	<p>Form 115C</p>

# Available Funding - Regional Events

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and businesses who can demonstrate the capacity to run quality, well-organised events with a regional attraction within the Shire of Dardanup.

The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Funding will be available up to \$10,000 per application and a maximum 50% of the total event cost.

Regional Events Assistance grants will be open for application on an ongoing basis until the allocated funding has been exhausted.



Regional Event Grants are available for events held within the Shire of Dardanup that;

Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure.

Attracts media coverage that raises the profile of the region as a tourist destination.

Highlights and profiles the unique features of the place and/or Shire.

Improves the vibrancy and vitality of the Shire of Dardanup.

Supports job creation.

Involves & inspires the local community.

Funding criteria (policy) and application forms can be found on the Shire's website: [www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)



# Responsibilities of the Event Organiser



It is the responsibility of the event organiser to;

- Organise an event that complies with all relevant legislation, is safe and does not have negative impacts on community or the environment.
- To obtain all relevant approvals/permits/licenses issued by the Shire of Dardanup and/or any other government department or regulatory body.
- Adhere to any conditions set out in the Shire of Dardanup Event Approval (such as conditions of hire for Parks and Reserves and any other government departments or regulatory bodies).



You may not proceed with your event until you have received your Event Approval.



Any conditions applicable to your event will be outlined in your Event Approval Letter.

It is your responsibility to adhere to the conditions.



Applications and approvals for an event are not transferable. If there are any changes to the event such as event organiser, venue, date, time or event details, you will need to formally request a variation to the event approval and additional fees may apply.

# Can my Application be Refused?

The Shire of Dardanup has the right to refuse and/or cancel any event applications for a range of issues, including but not limited to;

- The impact the event will have on the environment, residents & community.
- The impact the event will have on the Shire's reputation.
- The level of risk.
- The potential damages that could occur to the Shire's property.
- The potential conflict with other events or community use in that location.



## We are here to help

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